



Palm Beach Community College
LLRC
4200 Congress Avenue
Lake Worth, FL 33461-4796

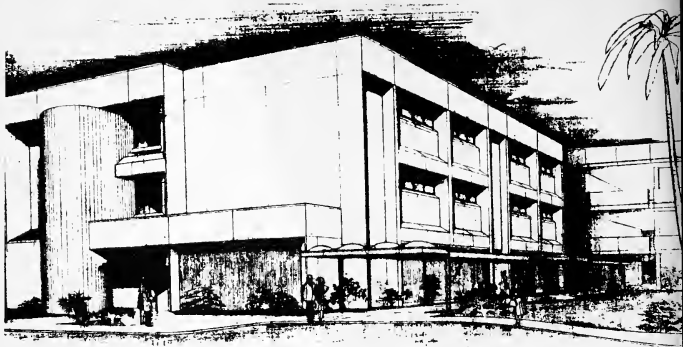
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**PALM
BEACH
JUNIOR
COLLEGE**
CATALOG **78/79**





ALLIED HEALTH BUILDING.
To be constructed at Palm Beach
Junior College Central during
the academic year covered by
this bulletin.



THE BULLETIN



4200 Congress Avenue
Lake Worth, Florida 33461

305
965-8000

Area Code
Telephone

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Palm Beach Junior College District Board of Trustees

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Dr. Philip O. Lichtblau
Dr. Robert L. Smith

Mrs. Harry L. Anstead
Mr. George A. Michael

Administrative Officers

Harold C. Manor, B.P.S.M., M.A., Ed. D.	President (through Aug. 31, 1978)
Edward M. Eissey, B.S., M.Ed., Ph.D.	President (beginning Sept. 1, 1978)
Elizabeth A. Bell, A.S., R.N., B.H.S.	Asst. to Coordinator of Continuing Education
Cecil Conley, B.S., M.S., Ph.D.	Vice President, Glades Center
Robert A. D'Angio, B.A., M.A.	Coordinator of Continuing Education, North Campus
Elizabeth Y. Davey, B.S., M.S.	Asst. Dean of Student Personnel
Wiley C. Douglass, B.A., M.A.	Director of Library Services
Elisabeth W. Erling, B.S., M.A., Ed. D.	Asst. Dean of Academic Affairs
Jesse E. Ferguson, B.S., M.A.	Asst. Registrar
Paul J. Glynn, B.S., M.A.	Vice President for Student Affairs
Charles G. Graham, B.S.E., M.A.	Registrar
Paul W. Graham, B.S., M.A., Ed.D.	Vice President for Academic Affairs
Otis P. Harvey, Jr., B.M., M.M.	Dean of Continuing Education
Fred J. Holling, Jr., B.S., M.Ag.	Coordinator of Continuing Education, Central Campus
Robert C. Moss, B.A., M.Ed., Ed.S.	Asst. Dean of Student Personnel
James W. Tanner, B.S., M.S.	Coordinator of Continuing Education, South Center
G.T. Tate, B.S., M.S., Ed.D.	Vice President for Business Affairs
Dale Washburn, B.S., M.S.	Director of Data Processing
Mildred M. Whatley, B.A., M.A.	Director of Institutional Research
Don C. Whitmer, B.S., M.S.	Asst. Dean of Academic Affairs for Vocational-Technical Education

Student Calendar

FIRST SESSION 1977-78—Spring Term I

April 21	Final day to make application for admission as a day student, 3:00 p.m.
April 28	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
April 28	Final day to reactivate files for day school
May 5	Early Registration for day students by appointment
May 5	Early Registration for evening students, 6:00-9:00 p.m.
May 10	Final day to withdraw with 100% refund
May 11	Orientation, Advising and Registration for day students by appointment
May 11	Registration for new and returning evening students, 6:00-9:00 p.m.
May 12	Late Registration
May 12	Classes Begin
May 12, 15, 16	Days to correct schedules due to error only (9:00 a.m.-12:00 noon, day students)
May 15, 16	(6:00-9:00 p.m. evening students)
May 16	Final day to withdraw with 80% refund
May 25	Final day to complete application for graduation
May 29	Memorial Day Holiday
June 15	Final day to withdraw from class with a "W"
June 15	Final day to change from credit to audit
June 22	Final examinations

SECOND SESSION 1977-78—Spring Term II

June 7	Final day to make application for admission as a day student, 3:00 p.m.
June 14	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
June 14	Final day to reactivate files for day school
June 22	Final day to withdraw with 100% refund
June 23	Orientation, Advising and Registration for day students by appointment
June 23	Registration for evening students 6:00-9:00 p.m.
June 26	Late Registration
June 26	Classes Begin
June 26, 27, 28	Days to correct schedules due to error only (9:00 a.m.-12:00 p.m., day students) (6:00-9:00 p.m., evening students)
June 28	Final day to withdraw with 80% refund
July 4	Independence Day Holiday
July 7	Final day to complete application for graduation
July 28	Final day to withdraw from class with a "W", 3:00 p.m.
July 28	Final day to change from credit to audit, 3:00 p.m.
August 4	Final examinations

CALENDAR DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

FALL TERM—1978-79

July 25	Final day to make application for admission as a day student, 3:00 p.m.
August 1	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
August 1	Final day to reactivate files for day school
August 14	Final day to withdraw with 100% refund

Calendar

August 15, 16, 17, 18	Orientation, Advising and Registration for day students by appointment
August 15	Registration for returning evening students, 6:00-9:00 p.m.
August 16, 17, 18	Registration for new and returning evening students, 6:00-9:00 p.m.
August 21	Late registration for day students who met all entrance requirements as of August 1
August 21	Late Registration for evening students 6:00-9:00 p.m.
August 22	Classes Begin
August 22, 23, 24, 25, 28	Days to correct schedules (9:00 a.m.-12:00 Noon, day students)
August 22, 23, 24, 28	Evenings to correct schedules (6:00-9:00 p.m., evening students)
August 28	Final day to withdraw with 80% refund
September 4	Labor Day Holiday
September 25	Final day to complete application for graduation
October 16	Eight Weeks Progress Report Period ends
November 23, 24	Thanksgiving Holidays
November 29	Final day to withdraw from class with a "W"
November 29	Final day to change from credit to audit
December 13, 14, 15, 18, 19	Final examinations

WINTER TERM—1978-79

December 12...	Final day to make application for admission as a day student, 3:00 p.m.
December 19	Final day to complete application procedures as a day student, 3:00 p.m.
December 19	Final day to reactivate files for day school
December 28	Final day to withdraw with 100% refund
January 2, 3, 4	Orientation, Advising and Registration for day students by appointment
January 2	Registration for returning evening students only
January 3, 4	Registration for new and returning evening students (6:00-9:00 p.m.)
January 5	Late Registration for day students who met all entrance requirements as of December 19, 9:00 a.m.-12:00 Noon
January 5	Late Registration for evening students, 6:00-9:00 p.m.
January 8	Classes begin
January 8, 9, 10, 11, 12	Days for correcting schedules (9:00 a.m.-12:00 Noon, day students)
January 8, 9, 10, 11 ..	Evenings to correct schedules (6:00-9:00 p.m., evening students)
January 12	Final day to withdraw with 80% refund, 3:00 p.m.
February 9	Final day to complete application for graduation
March 2	Eight Weeks Progress Report Period ends
April 11	Final day to withdraw from class with a "W", 3:00 p.m.
April 11	Final day to change from credit to audit, 3:00 p.m.
April 12, 13	Easter Holidays
April 27, 30, May 1, 2, 3	Final Examinations
May 9	Commencement Exercises

Calendar

FIRST SESSION 1978-79—Spring Term I

April 19.....	Final day to make application for admission as a day student, 3:00 p.m.
April 26.....	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
April 26.....	Final day to reactivate files for day school
May 9	Final day to withdraw with a 100% refund
May 10	Orientation, Advising and Registration for day students by appointment
May 10	Registration for new & returning evening students, 6:00-9:00 p.m.
May 11	Late Registration
May 11	Classes Begin
May 11, 14, 15.....	Days to correct schedules due to error only (9:00 a.m.-12:00 Noon, day students)
May 14, 15	(6:00-9:00 p.m., evening students)
May 15	Final day to withdraw with 80% refund
May 24	Final day to complete application for graduation
May 28	Memorial Day Holiday
June 14	Final day to withdraw from class with a "W"
June 14	Final day to change from credit to audit
June 21	Final examinations

SECOND SESSION 1978-79—Spring Term II

June 4.....	Final day to make application for admission as a day student, 3:00 p.m.
June 11	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
June 11	Final day to reactivate files for day school
June 21	Final day to withdraw with 100% refund
June 22	Orientation, Advising and Registration for day students by appointment
June 22	Registration for evening students 6:00-9:00 p.m.
June 25	Late Registration
June 25	Classes Begin
June 25, 26, 27	Days to correct schedules due to error only (9:00 a.m.-12:00 Noon, day students) (6:00-9:00 p.m., evening students)
June 27	Final day to withdraw with 80% refund
July 4	Independence Day Holiday
July 6	Final day to complete application for graduation
July 27	Final day to withdraw from class with a "W", 3:00 p.m.
July 27	Final day to change from credit to audit, 3:00 p.m.
August 3.....	Final Examinations

CALENDAR DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Faculty

CKERMAN, KENNETH E.	Chemistry
B.S., Baldwin-Wallace College	
M.A., Western Reserve University	
DAMS, JOHN F.	Communications
B.A., Berry College	
M.A., Auburn University	
LBEE, D. HUGH	Music
A.B., B.M., M.M., Eastman School of Music, University of Rochester	
D.M., Florida State University	
KERS, RUTH R.	Music
B.A., Florida Atlantic University	
M.M., Indiana University	
LBER, KNUD D.	Mathematics
B.S., North Carolina State College	
M.Ed., University of North Carolina	
M.A., Louisiana State University	
LDRIDGE, JAMES E.	Biology
A.A., Palm Beach Junior College	
B.S., Florida Atlantic University	
LLRED, ELIZABETH T.	Biology
A.B., Keuka College	
M.A., Mount Holyoke College	
MBROSIO, MARTHA A.	Hotel-Food Service
B.S., M.S., R.D., Florida State University	
RANT, ODAS E.	Art
B.A., M.F.A., Florida State University	
RCHER, PATRICK	Art
B.A., Principia College	
M.F.A., California College of Arts and Crafts	
MAILEY, RICHARD R.	Biology
B.S., Florida A&M University	
M.S., Fairleigh Dickinson University	
ALDREE, JEWEL S.	Communications
B.A., M.A., North Texas State University	
ALDREE, OPAL H.	Data Processing
B.S., University of Illinois	
M.A., Florida Atlantic University	
ARTON, FRANCIS D.	Mathematics, North Campus
B.S., U.S. Naval Academy	
M.Ed., Florida Atlantic University	
ATSON, ROBERT L. JR.	Accounting
B.A., Harding College	
M.A., M.Ed., George Peabody College for Teachers	
ECHEMER, FLOYD O.	History
A.B., M.A., Washington University	
EEDY, DEANE C.	Business Administration
B.S., Ed.M., Boston University	
ELL, ELIZABETH A.	Continuing Education
A.S., Palm Beach Junior College	
B.S., Florida Atlantic University	
R.N., Our Lady of Victory School of Nursing	

Faculty

- BELL, ROY E.** Physical Education
B.S., M.P.E.H., University of Florida
- BENEDICT, DEAN G.** Dental Assisting
B.S.Ed., Ohio Northern University
D.D.S., Ohio State University
- BENKEN, BARBARA J.** Nursing
R.N., B.S., State University College at Plattsburg, N.Y.
- BETZ, VINCENT P.** Communications
B.A., Seton Hall University
M.Ed., University of Florida
- BLANTON, BETTY G.** Physical Education
B.S., Florida State University
M.P.E.H., University of Florida
- BLOODWORTH, CAROL J.** Communications
B.A., M.A.T., Emory University
- BOOK, ROBERT L.** Engineering Technology
B.S.Ed., California State College of Pennsylvania
M.S., Florida State University
- BORINICK, DAVID M.** Mental Health
B.S.Ed., Temple University
M.S.W., Ph.D., Florida State University
- BOSWORTH, MARY L.** Asst. Chairperson, Dept. of Communications
B.S.Ed., Georgia State College for Women
M.Ed., Ed.D., University of Miami
- BOTTOSTO, SAMUEL S.** Chairperson, Dept. of Social Science
B.S., Columbia University
M.A., Forman University
Ed.D., University of Florida
- BOWSER, KATHLEEN L.** Director, Early Learning Center
B.S., Boston University
M.Ed., Florida Atlantic University
- BROWN, DIANE M.** Nursing
B.S.N., Tuskegee Institute
- BRUTON, JAMES L. JR.** Social Science, South Center
B.S., M.A.S.S., Florida A&M University
- BUENDEL, CHRISTINE A.** Dental Assisting
B.H.S., University of Kentucky
D.A. & D.H. Certificates, University of Pittsburgh
- BULLOCK, RUBY L.** Mathematics
A.B., Florida A&M University
M.A., University of Chicago
M.S., University of Maine
- BUSSELL, JAN S.** Engineering Technology
B.S., M.S., Florida State University
- BUSSELLE, DONALD H.** Communication
B.S.E., University of Tampa
M.S., Florida State University
- BUTLER, CAROL S.** (Personal Leave 1976/77) Biology
B.S., Duke University
M.A.T., University of North Carolina at Chapel Hill
Ed.D., Florida Atlantic University
- BUTLER, PAUL W.** Counselor, Student Personnel
B.S., Ft. Valley State College
M.A., Fisk University

BUTTERWORTH, DONALD O.	Music
B.M., M.M., Eastern School of Music	
EdD., Teachers College, Columbia University	
CAMPBELL, JANETTE H.	Mathematics, Glades Center
B.S., Florida State University	
M.A., University of Alabama	
CAMPBELL, JUDY ANN B.	Nursing
R.N., B.S., M.A., University of Florida	
Ed.D., Florida Atlantic University	
CARLOS, JOHN B.	Engineering Technology
B.E.E., Pratt Institute	
CAYLOR, DANIEL P., JR.	Biology
B.S. Indiana University of Pennsylvania	
M.S., Cornell University	
CERAVOLO, JOSEPH J.	Physical Education
B.S., Davis & Elkins College	
M.Ed., University of Pittsburgh	
CHURCH, GERALD B.	Engineering Technology
B.S.C.E., McGill University	
M.P.A., Florida Atlantic University	
COFFIN, JEAN A.	Nursing
R.N., Methodist Hospital School of Nursing	
B.S., Butler University	
M.S., University of Chicago	
COLLINS, LAURA R.	English
A.B., Eastern Kentucky State College	
M.A., University of Kentucky	
CONLEY, CECIL	Vice President, Glades Center
B.S., M.S., University of Kentucky	
Ph.D., North Carolina State University	
CONNOLLY, JOHN M.	Communications
B.A., M.A., University of North Dakota	
COOK, DONALD W.	Counselor, Student Personnel
B.S., M.Ed., University of Florida	
CORRELL, JOHN W.	Art
B.S., Northwest Missouri State University	
CROWLEY, EDWARD J.	Communications
B.S., Bridgewater State College	
M.A., Boston College	
CURRAN, CAROL G.	Dental Hygiene
A.A., A.S., Palm Beach Junior College	
DAMPIER, H. PAYGE	Social Science
B.S.E., M.Ed., University of Cincinnati	
D'ANGIO, ROBERT A.	Coordinator, Continuing Education, North Campus
B.A., M.A., Stetson University	
DARCEY, HELEN B.	Communications
B.A., M.Ed., Florida Atlantic University	
DASHER, PAUL J.	Chairperson, Science Department
B.S., University of Illinois	
M.A., Ph.D., Indiana University	
DAUGHERTY, L. RAYBURN	Social Science
A.A., Lindsey Wilson Junior College	
B.S., Lincoln Memorial University	
M.S., Indiana University	

Faculty

- DAVEY, ELIZABETH Y.** Assistant Dean of Student Personnel
B.S., Douglass College, Rutgers University
M.S., Barry College
- DAVIS, FRANKIE D.** Business Education
B.S., University of Southern Mississippi
M.Ed., Florida Atlantic University
- DeBEE, BYRON W.** Counselor, Student Personnel
B.A., University of Pittsburgh
M.Ed., Florida Atlantic University
- DICKINSON, SARAH L.** Communications
A.B., Florida State University
M.A., Duke University
- DIEDRICH, HELEN V.** Counselor, Student Personnel
R.N., Wilmington Memorial Hospital
B.S., M.S., Florida State University
- DOOIES, LILLIAN S.** Law Enforcement
B.S., Florida State University
- DOOLEY, RUTH W.** Asst. Director of Library Services III, North Campus
B.S. in L.S., Drexel Institute of Technology
A.B., Indiana University
- DOUGLASS, WILEY C.** Director, Library Learning Resources Center
B.A., Florida State University
M.A., Appalachian State University
- DUNCAN, WATSON B., III** Chairperson, Dept. of Communications
B.A., M.A., University of South Carolina
- EASTERLING, EDITH F.** Communications
A.B., B.S., Mississippi Southern College
M.A., University of Alabama
- EDGERTON, MELVYN C.** Physical Education
B.S., Western Michigan
M.S., Indiana State
- EISSEY, EDWARD M.** Vice President, North Campus
B.S., Florida State University
M.Ed., University of Florida
Ph.D., Florida State University
- ERICKSON, EMILY E.** Related Health
A.S., R.N., Palm Beach Junior College
B.S.N., Florida State University
- ERLING, ELISABETH W.** Dean, Assistant, Educational Specifications and Grants
B.S., Nebraska State Teachers College
M.A., University of Wyoming
Ed.D., Nova University
- EVANS, HOWARD K.** Mathematics
B.S., University of Florida
M.Ed., University of Georgia
- FAQUIR, MARY R.** Nursing
R.N., B.S., Florida State University
- FAYSSOUX, JACK C., JR.** Chemistry
B.S., Memphis State
M.S., University of Mississippi
- FERGUSON, ARDATA B.** Reading, North Campus
B.A., Bennette College
M.A., Atlanta University

Faculty

ERGUSON, GWENDOLYN P.	Counselor, Student Personnel
B.S., Florida A&M University	
M.Ed., Ohio University	
ERGUSON, JESSE, SR.	Assistant Registrar
B.S., Hampton Institute	
M.A., New York University	
LORY, WILLIAM C.	Communications
B.A., M.A., University of Florida	
OLEY, KENAN F.	Mathematics
B.A., St. Bonaventure University	
M.S., Syracuse University	
OSTER, HAL D., JR.	Librarian
A.B., Elon College	
M.Ed., University of North Carolina	
RANKLIN, WALTER A.	Business Education
B.S., M.A., George Peabody College for Teachers	
REEDMAN, ARNOLD M.	(Personal Leave Winter Term 1977/78) Social Science
B.A., Florida State University	
M.A., University of Florida	
ALBRAITH, WILLIAM B.	Physical Science
B.S., Florida Southern College	
M.Ed., University of Florida	
ANS, PHILIP	Engineering Technology
B.G.E., North Carolina State College	
HIOTO, BANNA I	Nursing
R.N., Memorial School of Nursing	
B.S., University of Michigan	
M.S., University of Maryland	
LYNN, PAUL J.	Vice President, Student Affairs
B.S., New Jersey State College	
M.A., Montclair State College	
RAHAM, CHARLES G.	Registrar
B.S.E., Arkansas State Teachers College	
M.S., Memphis State University	
RAHAM, PAUL W.	Vice President Academic Affairs
B.S., Mississippi State College	
M.A., Ed.D., University of Mississippi	
RAHAM, WALKER A.	Communications
B.S.Ed., Missouri State Teachers College	
M.A., University of Mississippi	
RAHAM, WILLIAM G.	Continuing Education
A.A., Palm Beach Junior College	
B.A., University of Florida	
RAY, JOSEPHINE M.	Art
B.A., William Penn College	
M.A., Teachers College, Columbia University	
ROSS, IRVING J.	Music
B.M.E., Chicago Musical College	
M.M., Northwestern University	
UNDERSON, HELEN C.	Communications
B.S., M.A., Appalachian State University	
ALE, REUBEN A., JR.	Art
B.F.A., The Art Institute of Chicago	
M.F.A., Southern Illinois University	

Faculty

HALL, EDITH F.	Home Economics
B.S., M.S., Florida State University	
HAMLIN, ALLEN C.	Mathematics
A.A., Palm Beach Junior College	
B.S., M.S., Florida Atlantic University	
HARDEN, DONNA A.	Nursing
R.N., St. Francis Hospital School of Nursing	
HARETOS, ARISTOTLE G.	Retailing
A.B., University of Pittsburgh	
M.B.A., New York Insitute of Technology	
HARMES, ELIZABETH D.	Nursing
R.N., Rochester General Hospital School of Nursing	
HARRELL, ALMA M.	Nursing
A.S., Palm Beach Junior College	
B.S.N., Florida International University	
HARRELL, FREDDIE L.	Counselor, Glades Center
B.A., M.Ed., Florida Atlantic University	
HARTMAN, MAURICE E.	(Sabbatical Leave Winter Term 1977/78) Biology
B.S., Westminster College	
M.A., Indiana University	
HARVEY, OTIS P., JR.	Dean of Continuing Education
B.M., Hardin-Simmons University	
M.M., North Texas State College	
HAYES, MARGARET D.	Nursing
R.N., B.S., M. of Nursing, University of Florida	
HENDRIX, DANIEL W.	Mathematics
B.S., Savannah State College	
M.S., Atlanta University	
HILLIARD, PATRICIA B.	Biology
B.S., Memphis State University	
M.S., Florida Atlantic University	
HITCHCOCK, PAUL W.	Mathematics
B.S., New York State University	
A.M., Bowdoin College	
HOLLING, FRED J., JR.	Coordinator of Continuing Education, Central Campus
B.S., M.Ag., University of Florida	
HOLLOWAY, JOAN H.	Business, North Campus
B.A., Harding College	
M.A., Goerge Peabody College	
HOUSER, JAMES C., JR.	Art
B.S., Florida Southern College	
M.F.A., University of Florida	
HUNEKE, WINIFRED H.	Nursing
R.N., B.S., M.S., University of Pennsylvania	
HUTCHINS, HAL C.	Chairperson, Dept. of Dental Health Education Services
B.A., College of Wooster	
D.D.S., Ohio State University	
JARVIS, DOROTHY D.	Nursing
R.N., B.S., Cornell University School	
M.S., Boston University	
JEFFERSON, FREDDIE S.	Communications, North Campus
B.A., Florida A&M University	
M.A., Stetson University	
Ed.S., Florida State University	

Faculty

- JENKINS, JOHN E.**..... Counselor, North Campus
A.A., Volusia Community College
B.S., M.S., Florida A&M University
- JOHNSON, PATRICIA A.**..... Music
B.M.E., M.M., Howard University
- JOHNSTON, H. ALAN**..... Psychology, North Campus
B.S., Trinity University
M.Ed., University of Virginia
Ph.D., University of Florida
- JONES, JACQUELINE L.**..... Related Health
B.S., Milwaukee-Downer College
O.T. Certificate, U.S. Air Force Institute of Technology
M.S., Florida International University
Reg. O.T., The American Occupational Therapy Association, Inc.
- JONES, JOAN S.**..... Asst. Chairperson, Dept. of Communications
B.A., Mexico City College
A.M., University of Cincinnati
- KNITTLE, CARL R.**..... Communications
B.A., North Central College, Naperville
B.D., Yale University
M.A., Ohio State University
- KNOWLES, BOBBIE LEE**..... Physical Education
B.S., Florida State University
M.S., West Virginia University
- KOCHEL, ROSALIND S.**..... Social Science
B.S., M.S., Florida State University
- KRAMER, GORDON J.**..... Communications
B.A.E., M.Ed., University of Florida
- KRIEGER, PETER J.**..... Biology, South Center
B.S.E., University of Florida
M.Ed., Ed.D., Florida Atlantic University
- KRUMM, BYRON C.**..... Dental Laboratory Technology
Franklin University
- LANGSTON, MARIE A.**..... Mathematics
A.A., Palm Beach Junior College
B.S., University of Florida
- LAVASTIDA, ILEANA C.**..... Music
A.A., Palm Beach Junior College
B.F.A., Florida Atlantic University
- LEAHY, FRANCIS L.**..... Communications
A.B., Morningside College
M.A., University of South Dakota
- LEDBETTER, M. FRANCIS**..... Business Education
B.S., Florida State University
M.Ed., University of Florida
- LESKO, JOSEPH M.**..... Chemistry
B.S., M.Ed., University of Pittsburgh
M.S., University of Mississippi
- LUCAS, JAMES L., III**..... Communications, Center
B.A., M.Ed., Clemson University
- LYNN, BILLY G.**..... Economics
B.A., Blackburn College
M.A., University of Missouri-Kansas City

Faculty

- MacPHERSON, NANCY JANE** Asst. Chairperson, Dental Hygiene
R.D.H., West Liberty State College
B.S., M.Ed., Florida Atlantic University
- MACY, JOSEPH** Assistant Chairperson, Dept. of Law Enforcement
A.A., Palm Beach Junior College
FBI National Academy
B.A., M.Ed., Florida Atlantic University
- MANOR, HAROLD C.** President
B.P.S.M., M.A., Ed.D., Indiana University
- MARSTELLER, GLEN A.** Biology
B.S., Moravian College
M.S., Florida State University
- MATTHEWS, BARBARA C.** Psychology
A.A., Palm Beach Junior College
B.A., M.Ed., Florida Atlantic University
- MAXWELL, ALAN B.** Biology
A.B., Stetson University
M.Ed., University of Virginia
- McAILEY, CHARLES C.** Business Law
B.S., Georgia Institute of Technology
B.S.B.A., J.D., University of Florida
- McCANN, HARRIET S.** Nursing
R.N., Cochran School of Nursing
B.S., M.S., New York University
- McCRACKEN, WILLIAM J.** Biology
A.A., Okaloosa-Walton Junior College
B.S., Florida State University
M.S., Iowa State University
- McCREIGHT, CHARLES R.** Communications
B.S., Western Illinois University
M.Ed., University of Illinois
- McCUE, JAMES C.** Physics
B.A., M.A., Hofstra University
- McGIRT, HARRIS D.** Counselor, South Center
B.S., Lincoln Memorial University
M.S., University of Tennessee
Ed.D., Virginia Polytechnic Institute & State University
- McGUIRE, PATRICIA R.** Biology
B.A., Agnes Scott College
M.S., University of Georgia
- McLAUGHLIN, FRANK J.** Counselor, Student Personnel
B.S., Youngstown University
M.A.Ed., Westminster College
- McLAUGHLIN, IDELL W.** English, Glades Center
B.S., Tuskegee Institute
M.A., Atlanta University
- McNEELY, MARIAN C.** Counselor, Student Personnel
A.B., Notre Dame College
M.Ed., Kent State University
Ed.D., Nova University
- MEEKER, SYLVIA C.** (Sabbatical Leave 1977/78) Related Health
A.B., Smith College
O.T. Certificate, Columbia College of Physicians and Surgeons
Reg. O.T., The American Occupational Therapy Assn., Inc.

- MELDON, ALFRED W., JR.** Social Science, North Campus
 B.A., New York University
 M.A., Columbia University
- MERKLE, EVELYN M.** Nursing
 A.S., Palm Beach Junior College
 B.S.N., Florida International University
 M.Ed., Florida Atlantic University
- METTS, PATRICIA M.** (Personal Leave 1976/77) Nursing
 R.N., Massachusetts General Hospital
 B.S., University of Miami
 M.P.H., University of Michigan at Ann Arbor
- MEYER, LOIS O.** Communications
 B.A., Carthage College
 A.M., University of Illinois
 S.Adm.Supr., Florida Atlantic University
- MILES, JAMES B.** Chairperson, Department of Art
 M.Ed., Ed.D., North Texas State University
- MILLARD, PHILIP W.** Engineering Technology
 A.S., Palm Beach Junior College
 B.S., Northeast Missouri State Teachers College
- MOONEY, STAFFORD M.** Social Science, North Campus
 B.A., M.A., Xavier University
- MORGAN, BETTY A.** Chairperson, Department of Nursing
 R.N., B.S., M.S., Indiana University
- MOSS, ROBERT C.** Asst. Dean of Student Personnel
 B.A., George Washington University
 M.Ed., University of Florida
 Ed.S., Florida Atlantic University
- MIDWILDER, ALINE M.** Nursing
 R.N., B.S.N.E. M.Ed., Spalding College
- MUSTO, ARTHUR E.** (Sabbatical Leave 1977/78) Communications
 B.F.A., Carnegie Institute of Technology
 M.A., University of Connecticut
- MYATT, ELEANOR J.** Social Science
 A.B., William Smith College
 M.A., Smith College
- O'NEILL, JOHN L.** Social Science
 B.A., George Washington University
 M.A., University of Southern California, L.A.
 M.A.T., University of Florida
- PAINTER, BERNARD E.** Business Education, Glades Center
 B.S., Indiana University of Pa.
 M.Ed., Pennsylvania State University
- PAYNE, JOSEPH O.** Social Science
 B.A., Erskine College
 M.Ed., University of North Carolina
- PEREZ, FRANK H.** Communications
 A.B., M.A., University of Miami
- PETERSON, ROBERT C.** Business Administration
 B.B.A., M.B.A., Case-Western Reserve University
- PHILLIPS, JOHN A.** Glades Center, Science
 B.A., Livingston University
 M.A.T., University of Montevallo
 Ph.D., University of Southern Mississippi

Faculty

PIERMATTEI, M. HELENE	Dental Hygiene
R.D.H., Forsyth School for Dental Hygienists	
A.S., Northeastern University	
PLATT, JOHN W., JR.	Communications
A.B., Wofford College	
M.A., University of South Carolina	
POOLE, NOREEN K.	Nursing
R.N., Jefferson Med. College Hospital	
B.S., Wayne State University	
M.Ed., Florida Atlantic University	
PRENTICE, MAVILENE	Home Economics
B.S., University of Alabama	
M.S., Purdue University	
PRYWELLER, SEYMOUR	Music
B.Mus.Ed., M.Mus.Ed., Indiana University	
PUGH, EDWIN V.	Social Science
B.S.E., Geneve College	
M.A., University of Pittsburgh	
RADER, JENNINGS B.	Chairperson, Department of Engineering Technology
A.A., Pieffer College	
B.A., M.A., George Peabody College for Teachers	
RAMOS, ARTHUR C.	Physics, Physical Science
B.S., M.A., Middle Tennessee State University	
REYNOLDS, HOWARD M.	Chairperson, Dept. of Physical Education and Recreation
B.A., M.A., Ed.D., University of Kentucky	
RHODES, JACK D.	Physical Education
A.A., Palm Beach Junior College	
B.S., Florida Southern College	
M.Ed., Florida Atlantic University	
RICHARDSON, MARGARET B.	Librarian
B.S., Alabama State College	
M.S. in L.S., Atlanta University	
RICHMOND, SANDRA S.	Social Science, Glades Center
B.A., M.A.T., Florida Atlantic University	
RIVE, JULIO R.	Hotel-Food Service
B.A., University of Richmond	
M.S., Florida State University	
ROBERTS, BENJAMIN S.	Librarian
B.S., Georgetown University	
M.A., Florida State University	
ROBINSON, ROY	Physics
B.S., St. Ambrose College	
M.S., University of North Dakota	
ROBINSON, TRINETTE W.	Social Science
A.A., Palm Beach Junior College	
B.A., M.A., Florida Atlantic University	
ROUSE, JACQUELINE A.	Social Science
B.A., Howard University	
M.A., Atlanta University	
ROYCE, LETHA MADGE	Chairperson, Department of Music
B.M., M.M., Florida State University	
SALISBURY, ELEANOR MAYOCK	Psychology
B.M., B.S., Misericordia College	
M.S., Bucknell University	

- SAUNDERS, FRANKLIN F.** Related Health
 B.S., M.A., Columbia University
 Ph.D., Florida State University
- SCHMIEDERER, JOHN M.** Division Chairperson/Allied Health
 A.B., Washington University
 M.S., Florida State University
- SCHNEIDER, ARTHUR E.** Communications
 B.A., DePauw University
 M.A., Florida State University
- SEEMAYER, DELORES** Related Health
 R.N., Tampa Hospital
 B.S.N.E., M.S., Florida State University
- SHACKELFORD, OSCAR E.** Law Enforcement
 A.A., Palm Beach Junior College
 B.A.A., M.P.A., Florida Atlantic University
- SHAW, ROBERT G.** Mathematics
 B.S., Wake Forest College
 M.Ed., University of North Carolina
- SHERMAN, ESTHER L.** Nursing
 B.S.N., Florida A&M University
 M.Ed., Florida Atlantic University
- SLATERY, W. PATRICK** Art
 A.B., University of Chattanooga
 M.A., East Tennessee State University
- SMITH, NOEL S.** Chairperson, Dept. of Business
 B.S., M.B.A., Florida State University
- SMITH, OTTIS R.** Counselor, North Campus
 B.S., William Carey College
 M.Ed., Louisiana State University
 Ed.D., University of Southern Mississippi
- SMITH, RICHARD M.** Art
 B.A., University of Missouri
 M.A., Washington University
- SMITH, SIDNEY J.** Biology
 B.S., Bethune-Cookman College
 M.S., University of Akron
- SMITH, SUE C.** Business Education
 B.S., Bethel College
 M.A., Peabody College
- SMYTHE, JANE M.** Dental Hygiene
 R.D.H., C.D.A.
 A.S., Palm Beach Junior College
 B.H.S., Florida Atlantic University
- STECKLER, ANN H.** Business Administration
 A.B., Allegheny College
 M.A.T., Florida Atlantic University
- STILL, MARY J.** Mathematics
 A.B., Trevecca Nazarene College
 M.Ed., Auburn University
- SWEET, RAYMOND W.** Mathematics
 B.A., M.A., State College of Iowa
- TANNER, JAMES W.** Coordinator Continuing Education, South Center
 B.S., M.S., Northwest Missouri State College

Faculty

TATE, G. TONY	Vice President, Business Affairs
B.S., State College, Lock Haven, PA	
M.S., Florida State University	
Ed.S., Florida Atlantic University	
Ed.D., Florida Atlantic University	
TAYLOR, SALLIE R.	Communications
A.B., Florida State University	
M.A., University of Florida	
TERHUNE, DAN LEE	Mathematics, South Center
B.S., The Defiance College	
M.Ed., The Wright State University	
Ed.D., University of Florida	
THOMAS, JOHN A.	Accounting
B.B.A., University of Notre Dame	
M.B.A., Cornell University	
THOMAS, MILTON U.	Audio Visual Coordinator
B.S.Ed., State Teachers College, California, Pa.	
M.A.Ed., (AV), Appalachian University	
TOMASELLO, MEACHAM O.	Communications
B.S., M.S., Florida State University	
TOOHEY, CHARLES G.	Chemistry
B.S., Murray State College	
M.S., University of Mississippi	
TOOMATH, MARJORIE A.	Dental Hygiene
Cortland State University	
R.D.H., Eastman Dental Dispensary	
B.S., Florida International University	
TRAVIS, RICHARD L.	Assistant Dept. Chairperson, Mathematics
B.S., M.S., New York State College at Brockport	
TRICHLER, JAMES R.	Dental Laboratory Technology
C.D.T.	
TRUCHELUT, GEORGE B.	Chemistry
A.B., M.S., Emory University	
Ph.D., Texas A&M University	
TURK, JO M.	Communications
B.A., M.A., Florida Atlantic University	
TUTTLE, LAWRENCE D.	Chairperson, Department of Law Enforcement
A.A., George Washington University	
B.S., M.Ed., Florida Atlantic University	
VAN WYHE, WILLIAM K.	Mathematics
B.A., Calvin College	
M.A., Michigan State University	
M.A., University of Oregon	
VIGNAU, MAXINE N.	Communications
A.B., M.A., University of Tennessee	
WADE, IDELLA B.	Librarian
B.S., Florida A&M University	
M.S.L.S., Atlanta University	
WASHBURN, DALE W.	Director, Data Processing
B.S., University of Michigan	
M.S., University of Florida	
WETHERBY, IVOR L.	Librarian
A.B., Kentucky Wesleyan College	
M.S., Florida State University	

WHATLEY, MILDRED M.	Director, Institutional Research
B.A., Birmingham Southern College	
M.A., University of Alabama	
WHITEHEAD, SHARON J.	Dental Assisting
Certified Dental Assistant	
WHITMER, DON C.	Assistant Dean of Academic Affairs for
B.S., Iowa State College	Vocational-Technical Education
M.A., University of Alabama	
WIDDOWS, RUTHANNA R.	Retailing
B.S., Miami University	
M.S., New York University	
WILSON, WILLIAM J.	Communications
B.S. in Ed., Illinois State University	
M.A., George Peabody College	
WING, RUTH W.	Chairperson, Department of Mathematics
B.A., Westminster College	
M.S., Florida State University	
WITHERSPOON, DOROTHY D.	Communications
B.S., Paine College	
M.S., Florida Atlantic University	
YINGER, RICHARD E.	Social Science
B.S., Millersville State College	
M.S., Ph.D., Florida State University	
YOUNG, JOAN C.	Communications, North Campus
B.S., M.S., State University of New York	

Part Time Instructors

Palm Beach Junior College employs part-time instructors at the Central Campus, North Center, South Center and Glades Center for day and evening, credit and non-credit courses.

Every department of the college has been served by part-time instructors at one or more of the centers.



PBJC GLADES—The new PBJC Glades campus was opened in 1978. Here is a photograph of the procession for the laying of the cornerstone.

Emeritus Faculty

- ALBERTSON, MARY SUSAN** Chairperson, Biology Department 1933-63
B.S., Cornell University
M.A., Columbia University
- ALLISON, PAUL W.** Assistant Dean of Academic Affairs 1958-74
A.B., St. Lawrence University
M.B.A., Harvard University
- AUSTIN, LEON F.** Electronics 1963-76
B.S., M.S., Florida State University
- BAKER, HOWARD** Biology 1958-69
B.S., M.S., Kansas State Teachers College
- BUTTERFIELD, LEE E.** Chairperson, Foreign Language Dept. 1963-74
A.B., H.L.D., Hillsdale College
M.A., McGill University
- CONNELL, CHARLES K.** Engineering 1964-75
A.A., Palm Beach Junior College
B.S., M.S., Florida State University
- CONNELLY, OLGA** Communications 1965-77
B.S.E., Pennsylvania State Teachers College
M.A., University of Michigan
- COOPER, JAMES A.** Electronics 1960-77
B.S., Georgia Institute of Technology
B.S., M.S., U.S. Naval Post Graduate School
- CROZIER, RACHEL F.** Dean of Women 1938-63
B.S.E., University of Arkansas
M.A., University of Florida
- DAVIES, SIDNEY H.** Social Science 1962-72
A.B., Oglethorpe University
B.D., M. of Div., Vanderbilt University
S.T.M., S.T.D., Temple University
- DIXON, ELEANOR R.** Business Education 1961-72
A.B., M.A., University of Kentucky
- EBERT, REUBEN** Mathematics 1965-67
B.Ed., Illinois State Normal University
M.A., Columbia University
Ph.D., New York University
- EDMONDS, RALPH M.** Social Science 1963-73
B.A., University of Maryland
M.S., Florida State University
- ENGEL, THEODORE B.** Chairperson, Dept. of Dental Health Services 1962-72
D.M.D., University of Pittsburgh
- FERGUSON, CLYDE P.** Chairperson, Chemistry Dept. 1956-70
B.S., Middle Tennessee State University
M.A., George Peabody College
- FORSHAY, DAVID A.** Social Science 1955-73
A.B., Florida Southern College
M.Ed., University of Florida
- GATHMAN, CRAIG A.** Biology 1948-52, 1955-76
B.S., Alfred University
M.S., University of Miami
Chairperson, 1964-70
- GROSS, IMOGENE A.** Chemistry, Physics 1933-56
B.S., Georgia State College for Women
M.A., Johns-Hopkins University

- HAKUCHA, MICHAEL** Assistant Chairperson, Dental Hygiene 1965-76
B.S., D.D.S., University of Pittsburgh
- HERMAN, DOROTHY PEED** English 1960-69
B.S., Tufts University
M.A., Florida State University
- HINCKLEY, LEONARD** Engineering 1965-75
B.S., M.E., North Carolina State
M.Ed., Florida Atlantic University
- HOLZMAN, ROBERT C.** Chairperson, Business Department 1965-76
B.A., Colgate University
M.Ed., University of Miami
- HUBER, EARL B.** Chairperson, Basic Studies Department 1961-74
A.B., M.A., Western Kentucky State College
- JENSEN, NINA K.** Chairperson, Art Department 1948-64
B.S., M.A., Diploma of Fine Arts, Columbia University
- LEGGITT, DOROTHY** Basic Studies 1965-73
B.A., A.M., University of Chicago
- MACKENZIE, C. CATHARINE** Nursing 1960-70
R.N., B.S., University of Pennsylvania
M.A., Columbia University
- MARTIN, JOHN W.** Business Administration 1966-70
A.B., University of Florida
M.A., Stetson University
- MAYFIELD, LAURENCE H.** Guidance, Registrar 1958-75
B.S., M.S., Kansas State College
- MCCUE, MICHAEL J.** Engineering 1966-75
University of Michigan
- MORSE, MARIAN F.** Psychology, Social Studies 1934-55
A.B., Smith College
M.A., Florida State University
- OKERSTROM, THELMA C.** Business Education 1955-68
A.B., Marshall College
M.Ed., University of Pittsburgh
- PHILLIPS, EMMA J.** English 1958-70
A.B., A.M., Ph.D., Indiana University
- ROYALL, WALTER H.** Data Processing 1965-76
B.A., McMaster University
- SAILE, MARCIA C.** Mathematics 1957-58, 1965-77
A.B., Houghton College
M.A., University of Michigan
- SCHILD, MILDRED M.** Mathematics 1964-76
A.B., Florida State University
M.A., University of North Carolina
- SMILEY, LILLIAN** Chairperson, Nursing Department, 1959-69
R.N., Washington University School of Nursing
B.S., M.A., Columbia University
- WARNER, LEON B.** Guidance 1963-75
A.B., Union College
M.Ed., University of Rochester

Staff

Other Administrative/Professional Staff

BROFFT, RUTH.....	Bookstore Manager
BUNNELL, PAUL G.	Senior Systems Analyst
D'ANGIO, JEAN K.....	Payroll Supervisor
EDWARDS, CLAUDE A.	Director of Physical Plant
FALLS, CONSTANCE C.	Programmer II
A.S., Palm Beach Junior College	
FAQUIR, HAMID	Accountant-Internal Auditor
B.S., Florida State University	
FELLNER, ALPHONSE E.	Accountant
B.S., University of Florida	
GILBERT, ADDISON G., JR.....	Computer Operations Manager
A.A., Palm Beach Junior College	
HUNTER, JEFFREY	Systems and Programming Manager
A.S., Palm Beach Junior College	
B.A.A., Florida Atlantic University	
JONES, RICHARD I.	Purchasing Agent
B.S., University of Palm Beach	
KOONTZ, JONATHAN W.	Coordinator of News Bureau
A.B., High Point College	
M.A., Columbia University,	
ROGERS, J. BARRY	Controller
A.A., Palm Beach Junior College	
B.S., Florida State University	
SCHNEIDER, GEORGE R.	Senior Programmer
SCHNEIDER, JOSEPH M.	Director of Personnel
B.B.A., University of Wisconsin	
SHEPHERD, DENISE	Senior Programmer
TOWNSEND, JOHN H.	Personnel Representative
B.A., M.Ed., Florida Atlantic University	
WILKERSON, JAMES T.	Programmer I
A.A., Palm Beach Junior College	

Office Staff

ACKERMAN, JANN E.	CARLISLE, ALICE P.
AKERS, MARY K.	CARROLL, MARJORY R.
ALLEN, LESLIE B.	CATES, DIANE G.
BAIR, BETTY J.	CATES, JOYCE
BARTELS, BARBARA J.	CHARLES, JANET G.
BASKIN, ALMA M.	CHILDERS, BETTY L.
BEALL, MARY K.	CLARK, THOMAS A.
BELLEMAN, BARBARA R.	COMAS, LAURA K.
BOYLE, MARIE B.	CONTI, LORE R.
BRADBURY, RUTH B.	COPELAND, CAROLYN
BRAEUNIG, BARBARA A.	CROWLEY, KATHY A.
BRUDER, MARIE L.	DARLING, GALE
BRYMN, KATHLEEN L.	DENMAN, JANE
BUHL, NANCY A.	DOROSH, ANN W.
BUNTIN, JOHN W.	FECITT, MAY E.
CAMPBELL, META C.	FINTON, LLOYD L.
CANNON, MARY L., L.P.N.	FOUSE, ISABELLE A.

FRAZIER, SUE
 GARZA, GEORGINA
 GIEL, MARY ANN
 GRIFFIN, BONNIE I.
 HANSON, CAROL V.
 HARDY, EDNA M.
 HARRIS, GERALDINE C.
 HEBERT, MADLYN A.
 HODGE, LINDA K.
 HORNE, LORRAINE Y.
 HOUSE, JANICE E.
 HUBBLE, BETTY J.
 JACKSON, DAISY E.
 JACKSON, SOLOMON
 JEFFERSON, DEBORAH L.
 JOHNSON, ALICE M.
 JOHNSON, ARDEASE G.
 KAHLE, DOROTHEA Z.
 KENT, LORAIN T.
 KIGER, ANNA M.
 LACEY, BETTY T.
 LAFFERTY, RUTH P.
 LEE, MARGARET T.
 LESTER, YUORA D.
 LINN, BETTY J.
 MARKWOOD, ALICIA
 MATTSON, SONIA M.
 McKENNA, JESSIE O.
 MEYERS, BETSY B.
 MICHAELS, JOANNA
 MILLER, DIANNE L.
 MONTGOMERY, VIOLET L.
 MURRAY, DIANA S.
 NEUMANN, JUDITH E.
 NEWKIRK, KAY F.
 NIESZ, MILDRED E.
 O'DONOVAN, LUCRETIA H.
 O'NEIL, KATHY W.

ORSENIGO, MARY B.
 OWENS, CALLIE J.
 PALMER, PATRICIA D.
 PAWLEY, EMILY J.
 PINDER, YVONNE
 PITTMAN, ISABEL C.
 PLAGER, EDITH M.
 POLETE, SHARON L.
 RAY, BETTY J.
 REASNER, MARY ANN J.
 REES, DOROTHY E.
 REGAN, JENNIFER
 RICCIARDI, E. ANTONI
 ROBERTS, MARIE C.
 RODELA, GAIL P.
 ROGERS, CHRISTINE M.
 SANDERS, BETTY J.
 SHAW, SHERYL M.
 SIMMONS, DEBORAH
 SMARDIN, TOBY
 SMITH, JOYCE A.
 SMITH, ROSWITHA M.
 SMITH, SARA C.
 SOUTHARD, MARION W.
 SPRAGUE, MARION L.
 ST. BERNARD, JOYCE S.
 STEWART, FACHON M.
 THORNTON, SALLE F.
 TIDDENS, ARLENE
 TINGLER, MARY L.
 VANEVERY, GLENDA G.
 VAZQUEZ, MARILYN C.
 WATKINS, SONYA D.
 WEIGEL, WILMA T.
 WHITE, ESTHER L.
 WILSON, KITTIE L.
 WOODYARD, NORMA A.



See page 24 for comparison photo.



BEAUTIFICATION

A campus beautification project, aided by gifts from many area nurserymen and other individuals, spearheaded by Dr. Edward M. Eissey, has literally transformed some areas of the PBJC Central campus. Above is the entrance from Sixth Avenue South. Compare this with the scene on page 23, photographed from the same vantage point.

At left, Dr. Elisabeth Erling joins trustees Susann Anstead and George Michael in admiring a 100-year-old elm tree, recently transplanted to the campus.



This Is PBJC

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THIS IS NOT PBJC, ANYMORE, IT IS PBJC CENTRAL

Last year, this section rightly claimed that in a presidential election year, PBJC is democracy in action, with campaigners all over the place—and proved our claim with photos. The year before, we correctly claimed that PBJC is a wide variety of student activities. Before that, we said that PBJC is students working throughout the community. And so it went: Little bits and pieces claiming they were the whole thing.

This year, we said to ourselves, we'll get an aerial that really is the whole thing. So we sent girl photographer Mary Young way up there with camera. Girl photographer immediately got air sick. When we saw the film, we were almost as sick as Mary. But, lo! In

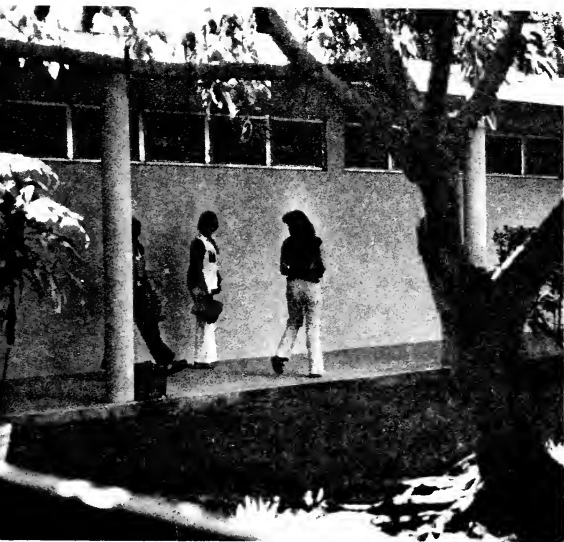


In the midst of nothingness was one clear shot, reproduced for you above. With four following pages of dawn to dusk ground shots we were going to say, "This Is PBJC" with no qualifications.

But, alas! Despite showing all buildings at PBJC Central, Lake Osborne and Lake Worth in the background, we still haven't succeeded in showing the whole thing. There is PBJC North, PBJC Glades, PBJC South, a dozen or so other places where we go to meet the people, and students everywhere.

Even if we had a girl photographer who didn't get air sick, we still wouldn't be able to photograph all of PBJC at one time. What we need is a girl astronaut.









History

Palm Beach Junior College came into being in West Palm Beach in 1933 as the result of a number of conferences of civic leaders, led by Joe Youngblood, County Superintendent of Public Schools, and Howell L. Watkins, principal of Palm Beach High School. It was, from the beginning, a co-educational, day-student junior college, with its primary emphasis on preparation for upper division work in colleges and universities.

For its first 15 years, the college scheduled classes at Palm Beach High School. In February, 1948, under the leadership of its first president, Dr. John I. Leonard, (Mr. Watkins headed the college as Dean for 15 years), the college moved to a 21-acre site at Morrison Field, then a deactivated World War II Air Force Base, and now Palm Beach International Airport. In 1951, reactivation of the base for the Korean Conflict forced the college to move to the Town Hall at Lake Park, where it carried on a curtailed program in cramped quarters for five years.

The Palm Beach County Commission donated the present 114-acre site of the college in 1956, and the state legislature voted \$1,047,000 for buildings. The college had found its first permanent campus.

Two years later, Dr. Leonard retired, and the college came under the direction of its current president, Dr. Harold C. Manor.

An era of rapid and sound growth in number of students and faculty, number and variety of course offerings and general service to the community brought PBJC from a small junior college of less than 500 students when it moved into its permanent campus, to nearly 8,000 students during Fall and Winter Terms. The college continued and strengthened its excellent academic reputation, but at the same time developed many specialized, business, technical and professional courses designed to be completed in one or two years.

The college is now organized into four centers in varying stages of development, described under the next major heading, "Palm Beach Junior College District."

On July 1, 1968, the college, which had been legally governed since its first days by the Palm Beach County Board of Public Instruction, came under the legal custodianship of the Palm Beach Junior College District Board of Trustees.

From its inception the college has been maintained by public funds, and holds the distinction of being the first public junior college in Florida. In December 1947, it became the first junior college in Florida to be supported by funds from the state level.

Its graduates have achieved many distinctions. It is noteworthy that the first two men to head the division of the State Department of Education dealing with junior colleges were both Palm Beach Junior College graduates: Dr. James L. Wattenbarger and Dr. Lee G. Henderson.

Philosophy

Realizing that there is an ever increasing demand for post high school training at the college level and knowing that many of its area citizens without a community centered college might be denied the opportunity of pursuing their various educational goals. Palm Beach Junior College is dedicated to providing its students with high quality education at a minimum cost for the benefit of the individual, of the nation, and of society in its efforts to achieve its hope for the future.

Purposes

In implementing its philosophy, the College has several specific and particular purposes:

- A. The College endeavors to provide the needed curricula in four general areas of instruction.
 1. It seeks to carry on a program for the student who wishes to continue his studies beyond the two-year program.
 - a. It provides the first two years of college instruction for most of the academic schools and colleges in universities and other four-year institutions.
 - b. It provides professional studies for admission to professional schools.
 2. It has a program of general studies directed at the production of well-informed, competent citizens who can function effectively as members of a family, a community, a state and democratic nation—a program that serves both social and individual needs.
 3. It offers a program of specialized curricula designed primarily to prepare the student to find entrance employment in a specific occupation, semi-profession or profession. This program may include liberal arts study to aid him in gaining civic competence and personal adequacy.
 4. It keeps in touch with the community and the people it serves, noting changes and trends of development and seeks to meet the educational and cultural needs of the area—through the development of community service programs.
- B. Among the several desirable qualities the college seeks to promote in its students are:
 1. Qualities of maturity, leadership and ability to participate in group efforts.
 2. Desirable ethical, moral and esthetic values, attitudes and sensitivities.
 3. Knowledge, skills and social and intellectual competencies.
 4. Responsible, proficient and informed principles of citizenship.

History

5. Awareness of the need for self-discipline as being fundamental both to academic excellence and to achievement in any serious endeavor.

Accreditation

Palm Beach Junior College is accredited by the Southern Association of Colleges and Schools and the State Department of Education. The college is an active member of the American Association of Junior Colleges, the Florida Association of Public Junior Colleges, the Florida Association of Collegiate Registrars and Admissions Officers.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon the satisfactory completion of two years University Parallel work at Palm Beach Junior College.

Accreditation has also been granted by professional organizations for certain specific programs. This professional accreditation is noted in the catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

Palm Beach Junior College District

The entire Palm Beach Junior College District, (Palm Beach County), is considered by the Board of Trustees to be the campus of the college. Attendance Centers, in different parts of the county, and in different stages of development, serve the citizens of the area where they are located. Central administration and full facilities for all courses offered by the college are at the Central Campus at Lake Worth.

Palm Beach Junior College—Central

The Central Campus is located on 114 acres of the table-top flat land of south Florida, sloping gently south and east from the intersection of Lake Worth Road and Congress Avenue to the shores of Lake Osborne, west of the city of Lake Worth.

Under development since 1956, the campus now consists of 24 buildings, (plus or minus three or four depending on what is considered to be a separate "building"), with a book value of more than \$8 million. Replacement value would be much higher.

Covered walkways connect all except three of the one, two and three-story classroom buildings. Ramps and elevators make all classrooms except those on the second floor of the Social Science, Tech, and Humanities Buildings accessible to handicapped students. Work is now underway toward making these areas more accessible.

The Central Campus is being built to a designed capacity of 5,000 full-time students, and student enrollment levels are now approaching that number.

Satellite attendance centers are operated when needed at 14 different locations in the east-central part of the PBJC District.

Mailing address of the Central Campus is Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida 33461. The telephone number is 305/965-8000.

Palm Beach Junior College—Glades

Palm Beach Junior College Glades was established in 1972. It opened the doors of its new campus Winter Term, 1977-78.

PBJC Glades has two modern buildings on its 40-acre campus. Facilities include 12 classrooms, laboratories, a library-learning resources center, and administrative and faculty offices. All general education classes are taught on campus as well as a comprehensive business program for vocationally oriented students. Classes are offered at the Glades Correctional Institution.

Inquiries specifically involving attendance at the Glades Campus should be addressed to:

Vice President Glade Campus
Palm Beach Junior College
1977 College Drive
Belle Glade, Florida 33430
Telephone: 305/996-3055

Palm Beach Junior College—South

Through the cooperation of Florida Atlantic University, Palm Beach Junior College has the use of the Alexander D. Henderson University School, adjacent to the FAU campus, after 4 p.m., and the use of university classrooms for day classes.

Classes at Palm Beach Junior College South are administered through a Coordinator and staff, who have office space at the Henderson School, and college owned mobile offices there.

Cooperative programs in Science and Engineering, utilizing dual enrollment in PBJC and FAU, offer a four-year baccalaureate program on one campus. All PBJC courses are offered at the South Center, and utilize the excellent laboratory facilities at FAU. PBJC students in this program have access to FAU facilities, including dormitory accommodations. Mailing address of the South Center is: Palm Beach Junior College—South, A.D. Henderson University School, 500 N.W. 20th Street, Boca Raton, Florida 33432. Telephone number is 305/395-5100, ext. 2904.

Palm Beach Junior College—North

Palm Beach Junior College North classes are held in a number of locations in the north county area, including, but not limited to, those mentioned below.

PBJC-FLORIDA ATLANTIC UNIVERSITY CENTER. Day classes are held at this center at 2101 45th Street, West Palm Beach. A full-time teaching staff offers most of the general education classes needed for graduation. An office is open for information, application, counseling and registration. Telephone number: 305/842-3500

PALM BEACH GARDENS HIGH SCHOOL. A college owned mobile office serves as headquarters for evening classes at PBJC North. Information, application, counseling and registration are available at this office. The high school provides use of some classrooms in the evening. Address: North Center, Palm Beach Junior College, Palm Beach Gardens High School, 4245 Holly Drive, Palm Beach Gardens, Florida 33423. Telephone number: 305/622-3863. (Alternate number: 305/965-8006).

SUNCOAST HIGH SCHOOL. Use of some classrooms in the evening. Suncoast High School is located at Hornet Boulevard, Riviera Beach.

JUPITER MIDDLE HIGH SCHOOL. Use of some classrooms in the evening. The school is located at 601 West Toney Pennor Drive, Jupiter.

HOWELL WATKINS JUNIOR HIGH SCHOOL. Use of some classrooms in the evening. The school is located at 9480 Garden Boulevard, Palm Beach Gardens.

COMMUNITY MENTAL HEALTH CENTER. Special classes by arrangement with the staff. The Center is located at 1041 45th Street, West Palm Beach.

WESTWARD COMMUNITY SCHOOL. Use of classrooms in the evening. The school is located at 1101 Golf Ave., West Palm Beach.

A master plan for the North Campus has been approved for a beautiful, 108-acre site already purchased by the college.



Continuing Education

EVENING CLASSES

Evening classes at Palm Beach Junior College not only serve as an extension of the day program, but seek to meet the educational and cultural needs of the larger adult community. Although most instructors in the evening are full-time faculty members, an increasing number of part-time instructors, representing a wide variety of technical and professional expertise, are utilized. Many credit and non-credit courses are offered in the evening, and most college support services, including library, bookstore, counseling, and selected student activities, are available to evening students.

Most classes meet one night a week; a few meet two nights a week. Credit courses may be taken on a non-credit (audit) basis. Adults 18 years or older may audit courses without having graduated from high school. Applications may be filed at the time of registration.

A separate bulletin listing the courses offered in the evening is published in March, July and November. To obtain a copy of the Evening Classes Bulletin or for general information contact the Registrar's office, Palm Beach Junior College, 1200 Congress Avenue, Lake Worth, Florida 33461.

COMMUNITY SERVICES

Palm Beach Junior College facilities are available for approved community educational and cultural functions. Many college cultural and entertainment activities, such as concerts, dramatic presentations, art exhibits, lectures and sports events are scheduled throughout the year, and are frequently available to the community. Some events are free of charge to the public. Others charge enough to help defray expenses, or to raise scholarship funds.

NON-CREDIT OFFERINGS

Palm Beach Junior College offers occupational non-credit continuing education courses in the areas of agriculture, business, distributive, health, home economics, public service, and trade and industrial education. Continuing education units may be earned for satisfactory completion of continuing education courses. The college also offers non-credit courses in developmental education.

These courses are scheduled throughout the year when there is a demand. Individuals and organizations are invited to suggest programs which might be developed through cooperative planning with the college. Palm Beach Junior College provides classroom facilities, equipment, materials, professional consultants and instructors for the development and implementation of programs of study.

For information concerning non-credit course offerings, contact the Continuing Education office, 965-8006.

Continuing Education

The following occupational non-credit courses were scheduled in 1977-78

AGRICULTURE

Horticulture Maintenance
Landscape Maintenance
Lawn & Golf Green Management
Lawn Maintenance
Orchid Growing
Ornamental Plant Identification

DENTAL

Dental Research Clinic
Orthodontic Assistant
Peridental Prosthetic Study

DISTRIBUTIVE

Accountant's Workshop
(Florida Accountants)
AIB Bank Teller's Workshop
Assertiveness Training
Bank Credit Supervisor's Workshop
Credit Union Institute
Federal Taxes Affecting the Sale
of Residential Real Estate
First Level Management
Floral Design
Floral Design—Advanced
Ikebana (Japanese Flower Arranging)
Introduction to Travel Agency Procedures
Loan Officer Development
Municipal Financing
Practice of Public Relations
Real Estate Appraisal
Real Estate Salesman Exam Review
Real Estate Broker Exam Review
Real Estate Math Review
Restaurant Management Conference
Small Business Institute
Stock Market & Investment Techniques
Tax—Individual
Tax—Small Business
Wills, Trusts & Estates

NURSING

Advanced Electrocardiography
Alcohol Abuse
Alcoholism Specialist
Basic Electrocardiography
Basic Electrocardiography II
Basic Psychiatric Nursing
Chest Assessment & Trauma
Discharge Planning
Emergency Drug Nursing
Emergency Room Nursing
Geriatrics for Nurses
H + Ion Homeostasis
Human Sexuality
Intermediate Electrocardiography

NURSING (continued)

Legal Aspects of Health Care
Medical Intensive Care
Neurology & Orthopedics
Nursing Care—Respiratory
Nursing Tactics and Stroke Care
Nursing Task Force on Continuing
Education (to be selected)
Occupational Health Nurse—
Respiratory Conference
Orthopedic Conference
Patient Care Management
Pediatric Nurse
Practitioner Review
Pharmacy for Nurses
Pharmacology Update for Nurses
Professional Standards & Regulations
Quality Care Through Utilization of PSRO
R.N. Refresher Course
Urology Conference

TRADE & INDUSTRIAL

Air Conditioning & Refrigeration
Commercial (HARV)
Air Conditioning & Refrigeration
Residential
Contractor—Building and General
Contractor—Cost Accounting
Contractor—Residential
Custodial School
Elements of Structural Design
Hydrology
Journeyman Electrician
Journeyman Plumber
Master Electrician
Navigation—Celestial & Electronic
Navigation—Chart & Compass
OSHA for Construction Industry
Pest Control Traveling Workshop
Professional Writing
Professional Writing—Advanced
Professional Writing—Creative Principles
Residential Electrical Design
Residential Masonry & Frame
Construction Methods
Residential Plumbing & Air Conditioning
Residential Structural Design
Review for Mechanical Engineer
Solar Energy
Survey Course in Solar & Wind Power
Technical Review for Civil Engineers I
Technical Review for Civil Engineers II
Technical Review for Electrical Engineers
Urban Entomology & Pest Control
Water & Pollution Control

LAW ENFORCEMENT AND OTHER PUBLIC SERVICES

Advanced Latent Print Examiner
Auxiliary Recruit Training
Basic Correctional Recruit Refresher
Basic Police Recruit Refresher
Basic Standard Corrections Officer
Basic Standard Recruit
Breathalyzer Instructor
Breathalyzer Maintenance
Breathalyzer Refresher
Breathalyzer Technician
Career Development Officer—Adv.
Career Development Officer—Int.
Career Development Officer Refresher

Crime Prevention Conference
Kidnaping & Hostage Negotiations
Lawyer-Land Surveyor Conference
Mechanic's Liens
Parking Enforcement Specialists
Parole & Probation Counseling
& Communication
Parole & Probation Orientation
Parole & Probation Workshop
Police Mid-Management
Police Photography
Police Supervision
Principles of Interview in
Major Sex Crime Investigations
Techniques of Interviewing—Drug Abuse
Training for IBM Security Personnel

COMMUNITY INSTRUCTIONAL SERVICES

Palm Beach Junior College, in cooperation with the Adult and Community Education Department, Palm Beach County Board of Public Instruction, offers non-credit courses based on significant community problems in the following categories: environmental, health, safety, human relations, governmental, education and child rearing, and consumer economics.

For further information contact the Director of Adult Education, Palm Beach County Schools, (683-0050) or the Dean of Continuing Education, Palm Beach Junior College (965-8006).



Student Activities

Intercollegiate Athletics

Palm Beach Junior College has achieved national recognition through intercollegiate athletics. Opportunities for participation are offered for both men and women in a variety of sports that include basketball, baseball, golf, tennis, softball and volleyball. Membership in the Florida Junior College Conference and the National Junior College Athletic Association, largely determines policies and procedures by which the program operates. The Athletics Program provides for the highly-skilled student an opportunity for good competition, development of skills, and experiences in self-discipline and cooperation.

Intramural and Recreational Activities

Intramural and Recreational activities are sponsored by the Department of Physical Education and Recreation with the assistance of the Student Intramural and Recreational Board. These activities are open to all students who have paid the required activity fee.

The activities represent a broad selection of sports ranging from highly competitive to those of a recreational nature including individual, dual, and team events. Persons involved in these sports may also qualify to represent Palm Beach Junior College in extramural events. Opportunities are available for students to participate in all phases of the program, whether it be planning and organizing activities, playing, or officiating a particular contest.

Assemblies

A series of lectures, musical and dramatic productions, and other assembly programs are provided by the college.

College Reading Center

As a result of diagnostic testing, students are placed in a progressive program for purposes of reading and study improvement. Mechanical devices, resource materials and instructional guidance are provided. A recreational and free reading area, containing varied current reading selections, is also available. The services of the College Reading Center are available to any student by appointment.

In addition to providing college credit courses in Reading, the College Reading Center offers a free program for all students who wish to improve their reading skills—vocabulary, comprehension, speed, and study skills.

Speech, Language, and Hearing Center

The services of the Speech, Language, and Hearing Center are available to students who need help in oral communication. These services include assistance with language dysfunctions; speech skills of articulation, voice disorders, and "stuttering"; and receptive problems in listening and speech reading. Pure tone hearing testing is available. In conjunction with the academic program, the Speech, Language, and Hearing Center offers clinical training through the provision of diagnostic and therapy services for speech, language and hearing disorders.

Student Personnel Services

Placement Tests

All first-time-in-college freshmen are required to complete the Palm Beach Junior College Placement Packet. The Placement Packet contains tests in English, reading and mathematics and is used to aid the student in selecting appropriate courses commensurate with his abilities in English and math. The Placement Packet is a "take home" test and can be picked up from the guidance office of the local high schools or at any of the four Palm Beach Junior College campuses by presenting a letter of acceptance from the College.

Out-of-State and County Students will be mailed the Placement Packet which must be completed prior to their registration appointment.

Transfer Students who have completed their English and math requirements prior to entering Palm Beach Junior College are not required to complete the Placement Packet.

Evening Students are encouraged to complete the Placement Packet, but this is not required for admission.

Orientation

Days are designated for an Orientation program at the beginning of each term.

A review of college policies, programs, and activities will be presented to assist the student in making the transition to college life.

Entering students will be given the opportunity to meet with the department chairman of the program in which the student plans to study, and arrangements are made at this time for assigning the student an academic advisor.

Individual Counseling

Professional guidance counselors are available to all students for personal, vocational and educational counseling. Numerous tests are available in the testing center for students to take in order to better understand themselves and their capabilities. These are available to students through referral from faculty members or from direct contact with guidance personnel located in the Guidance Center, AD-1, AD-2, the Student Personnel Office and Student Activity Center.

Evening Counseling Service

Professional guidance counselors will be available in the main office (Registrar's office) to provide counseling services for evening students.

Student Personnel Services

The Career Information and Study Center

Located on the first floor of the Library Learning Resources Center, the Career Information and Study Center is designed to provide assistance with the student's individual career development. In addition to guidance and counseling activities, the Center includes a centralized repository of career information of the standard variety—description of career, duties and responsibilities, salary estimates, job outlook, educational and personal qualifications, etc. A collection of up-to-date print and non-print information about careers including films, slides, recording and video cassettes is available. Students are encouraged to avail themselves of these materials and services while using the accompanying study areas.

Academic Advisement

Arrangements for academic advising will be made for all entering students by department heads during orientation. At the appointed time, advice and information will be given to the student as to what subjects are necessary to accomplish a certain major, as well as graduation from college. The academic advisor will have available for discussion with the student his high school or college transcripts, high school test record and placement test scores to assist the student and the counselor in the choice of an academic program. During the school year academic advisors will be available in their offices to assist the students in working out the necessary program for the coming term. Students are encouraged to keep in constant touch with academic advisors at all times in order that they may be absolutely sure they are taking the right courses needed for graduation in their chosen major.

Student Retention and Completion

Information about student retention and completion in each of the academic programs is available to students in the Registrar's Office, Student Personnel Office, Career Information and Study Center, and department chairpersons' offices. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information as outlined in the Notice of Proposed Rule Making, published in the *Federal Register* of April 8, 1977 on page 18749, paragraph 178.5 (f), (g), (h).

Student Health Services

The following services are available in the Student Personnel Office:

- Health Counseling by appointment
- First Aid treatment—limited medication
- Handicapped parking in various areas of the campus
- Student Accident Insurance applications and claim forms

In case of serious accident or illness, the family doctor and/or the parents are notified immediately by the Student Personnel Office.

Housing

A list of available housing, of landlords who will rent to students without regard to race, color, creed or national origin, may be obtained from the Student Housing Office, Student Personnel Department, SAC Lounge. Students and parents are advised to investigate thoroughly all housing facilities before undertaking any obligations. The college has no dormitory facilities and has no responsibility for agreements between landlords and students.

Students without cars, especially foreign students, should finalize housing arrangements at least one month before date of registering.

Food Service

A cafeteria and snack bar are located in the student dining area. Food is offered at reasonable prices and lunch or snacks may be obtained on all regular school days. Service is cafeteria style, permitting individual selections. Government Surplus commodities are not available for the Junior College, therefore, food prices are necessarily higher than in the county schools.

Bus Service

The Transportation Authority of Palm Beach County has recently put into operation an hourly bus schedule (6:55 a.m.-9:15 p.m.). There are four morning stops and eight afternoon stops, from West Palm Beach to PBJC, Route 2. The bus stop is located in front of the Registrar's Office. Bus schedules are available from the office of the Vice President for Student Affairs.

Job Placement

Placement Services include listing, by Equal Opportunity employers of local part-time, full-time, vacation, and summer jobs, regional employment opportunities throughout the U.S. and foreign countries. Recruiters from business, industry, and the Armed Forces are periodically scheduled for on-campus interviewing.

Notices of job openings are posted in the Career Information Center, Job Placement Office, departmental bulletin boards, and in the Main Office for evening students. Job Placement is also handled in the various departments.

Insurance

It is suggested that entering students consider applying for accident insurance while enrolled at PBJC, inasmuch as the college assumes no responsibility should an accident occur. Envelopes and information may be obtained in the Health Clinic near the Student Personnel Center.

Student Handbook

All regulations and policies pertaining to student conduct are listed in the Student Handbook, which is issued to all students during registration periods throughout each term. Copies are available in the Assistant Dean of Students' office in South Lounge.

Student Financial Aid

Financial aid, consisting of scholarships, grants, loans and student assistantships is available to assist deserving and qualified students to attend Palm Beach Junior College. Nearly all aid is given on the basis of need as determined by the Parents Confidential Statement or the Student's Financial Statement of the College Scholarship Service, Box 176, Princeton, New Jersey 08540.

Applications and a completed financial analysis, (through the College Scholarship Service), must be on file in the Office of Financial Aid by June 1. Applications received after that date will be considered according to the availability of funds. A new application for financial assistance for all programs must be submitted each year.

Standards of Progress for Students Receiving BEOG, SEOG, Workstudy, Federal Loans

The Education Amendments of 1976 established new requirements for student eligibility for receiving federal student financial aid.

The Amendments provide that financial aid payments under the above programs must not be made if a student is not maintaining satisfactory progress in the course of study he/she is pursuing according to the standards and practices of the institution.

Palm Beach Junior College has established the following satisfactory standard of academic progress. All student recipients of federal student financial aid will be placed on academic probation if he/she does not meet the following minimum standards:

- Cum. Quality Pt. Avg. of 1.4 for 1 through 14 semester hours attempted.
- Cum. Quality Pt. Avg. of 1.6 for 15 through 27 semester hours attempted.
- Cum. Quality Pt. Avg. of 1.8 for 28 through 45 semester hours attempted.
- Cum. Quality Pt. Avg. of 2.0 for over 45 semester hours attempted.

The student shall be notified on the grade report at the end of term if he/she is placed on probation. If the appropriate quality point average has not been attained after one semester on probation, the student shall be notified on his/her grade report that he/she is making unsatisfactory progress and that federal student financial aid benefits shall be discontinued.

The student may reestablish federal student financial aid eligibility by enrolling at his/her own expense and subsequently raising his/her cumulative quality point average to meet the above academic standard. Effective date 1976/77-2.

Scholarships and Grants

Many scholarships and grants are available to needy students for college, state and federal funds and through the generosity of local individuals and organizations. While most are awarded on the basis of need, some are granted for special talents and academic achievement.

Students seeking athletic grants should contact the Director of Athletics.

Music grants are awarded on the basis of auditions administered by the Music Department.

BASIC EDUCATIONAL OPPORTUNITY GRANT. A federally sponsored program of aid is available for full-time and part-time students (minimum 6 hours enrollment). The amount of the award, based on family income is determined by a contractor of the Federal Office of Education.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS. A federally sponsored program provides a minimum \$200 for especially needy students. Amount of the award is determined by the college and must be matched usually with College Work Study.

FLORIDA STUDENT ASSISTANCE GRANT. Awards are made by the State of Florida for students who are residents of Florida and have demonstrated financial need.

Law Enforcement Education Program (LEEP)

Any full-time employee of a publicly funded law enforcement or corrections agency may be eligible for a grant covering certain educational expenses. The recipient of a grant agrees to remain in the service of some law enforcement agency for two years following completion of the courses for which he receives the grant.

Failure to complete the required service obligation requires complete repayment of the grant or loan at seven percent simple interest.

Loans

While unnecessary borrowing is not encouraged if other forms of aid are available, it has become an acceptable means of investing in a person's future.

COLLEGE LOANS. The college administers several loan funds to be used by graduates going on to upper division. They are granted in varying amounts based on academic achievement and need.

EMERGENCY LOANS. A loan fund has been established to permit a student from \$10 to \$100 on an emergency basis. Loans are made only to students in good standing and cannot be used for registration fees. Freshmen must wait until after the first progress reports to be eligible. Loans must be repaid no later than two weeks before final examinations in the term in which the loan is made. A 2% service charge is made for these loans. A Florida State Documentary Stamp assessment of 15¢ per \$100 or portion thereof is applied.

Student Financial Aid

FEDERALLY INSURED LOANS. Through Federal assistance, loans covering a student's needs are available through banks, savings and loan agencies, credit unions and the state. Applications and financial statements must be submitted to the college for review and then submitted to the lending agency by the student. Seven percent simple interest begins after the student leaves college and repayments may be made over a five to ten year period.

Student Assistantships

ASSISTANTSHIPS. A number of campus jobs are available to students who may not qualify under the Federal Work Study Program or have special talents or training.

COLLEGE WORK STUDY PROGRAM. Through Federal assistance, campus employment is available to students with demonstrated need. Students approved for this program can work no more than 20 hours a week while school is in session.

Graduating Sophomore Scholarships

Between 26 and 30 scholarships, varying from \$100 and \$2,000, are available at the end of the winter term for graduates of Palm Beach Junior College going on to Upper Division. While a 3.0 average is required in most cases, need is a primary factor.

State Vocational Rehabilitation Scholarships

The Division of Vocational Rehabilitation under the Department of Health and Rehabilitative Services provides limited assistance to those persons who are physically handicapped. Applicants should contact the Office of Vocational Rehabilitation, 2711 Exchange Court, West Palm Beach.



Student Body Organizations

Student Government

The management of clubs and many other student activities is vested in the Executive Department of the Student Government Association along with the elected Student Senate under the general direction of the Vice President for Student Affairs and his staff. Some ongoing student activities are managed by the Academic Department to which they are attached, working cooperatively with students engaged in that activity.

Students have the right to suggest to their elected representatives in the Student Senate and Executive Department any activities that may profit the general welfare of the students. Students also serve in conjunction with faculty on committees that are dedicated to improvement of the welfare of the student and the college.

Honorary Organizations

PHI THETA KAPPA. Delta Omicron Chapter of Phi Theta Kappa, a national arts and science honor society for junior colleges, was instituted in 1943. The object of the society is to promote scholarship, to develop character and to cultivate fellowship among students. Members are chosen from the upper scholastic ten per cent of the student body and must be of good moral character and possess recognized qualities of citizenship. Members must maintain at least a "B" average. This society offers rich social and cultural experiences.

PHI RHO PI. Florida Alpha Chapter of Phi Rho Pi, national honorary forensic society for junior colleges, was instituted in April 1953. The purpose of this society is to promote the interest of debate, oratory, extemporaneous speaking, radio and other speech activities in the junior college. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in intercollegiate debate, oratory, extemporaneous speaking, dramatic reading or similar forensic contests or who have achieved distinction in public speaking.

PHI RHO PI ALUMNI CHAPTER. Florida Alpha is the first and only alumni chapter of Phi Rho Pi in the United States. The purpose of this society is to encourage the arts of speech in the community and to assist the Florida Alpha Chapter of the college in worthwhile projects. Any former student of the Florida Alpha Chapter is eligible to join Florida Alpha.

SIGMA EPSILON MU. This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and to provide recognition for junior college students majoring in the fields of science, engineering and mathematics. To be eligible for membership, a regular junior college student must earn and maintain a 2.5 overall average with a 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

SIGMA PHI ALPHA. Alpha Pi chapter was established in 1968 and is the Dental Hygiene Honor Society. Its purpose is to promote, recognize and honor scholarship, service and character among students and graduates of dental/oral hygiene.

Student Publications

THE BEACHCOMBER. The Beachcomber, the college newspaper, is published weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and business management. The Beachcomber has earned many state and national awards in recent years.

THE GALLEON. The Galleon is a general campus magazine published twice a year. Under the direction of a faculty advisor, the staff is selected from students who volunteer and are qualified to work on the project.

Special Interest Groups

Palm Beach Junior College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures for the establishment and chartering of a special interest group. A list of such groups now chartered is printed below.

The titles of these groups are generally descriptive of their activity. If additional information is needed, it may be, readily obtained from the Student Government Association.

While formation of special interest groups is encouraged by the college, student interest changes from year to year, and the continuance of any activity is obviously dependent upon student interest. All the listed groups have been functional in the recent past, and will be continued if there is sufficient student interest.

SPECIAL INTEREST GROUPS

Alumni Association
Amateur Radio Club
Art Club
Bread and Board Club
Chess Club
DECA (Distributive Education Club of America)
Early Childhood Club
Foreign Language Club
Forensics
Institute of Electrical and Electronic Engineers
Junior American Dental Hygiene Association
Organization of Afro-American Affairs
Political Union
Religious Groups
Sales and Marketing Club
Science Club
Student Education Association
Students for International Understanding
Student Contractors and Builders Association
Student Nurses Association
Young Democrats
Young Republicans
Veterans Association

MUSIC ORGANIZATIONS

Brass Ensemble
Concert Band
Concert Choir
Concert Orchestra
Guitar Ensemble
Jazz Ensemble
Music Theater Guild
Pacesetters
Percussion Ensemble
String Ensemble
Student Music Educator's National Conference

SOCIAL CLUBS

Alpha Phi Delta
Chi Sig
Phi Da Di
Philo
Thi Del
Thi Omega

SERVICE CLUBS

Campus Gold
Circle K—Ke-ettes
Civitan—Civinettes
Collegiate Jaycees



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Methods of Admissions

CERTIFICATE OF GRADUATION

The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university.

Candidates for admission who have been graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state schools, may not be admitted to Palm Beach Junior College if, in the opinion of the Admission Committee, they will not be able to meet the academic standards expected of students at Palm Beach Junior College.

STATE HIGH SCHOOL EQUIVALENCY DIPLOMA

Applicants who are at least 16 years of age may qualify for this diploma upon successful completion of the General Education Development Tests. These tests are administered in the Office of Adult Education which is an official testing center for the State Department of Education.

Applicants who have a diploma (high school equivalent) obtained through General Educational Department Tests, issued by a State Department of Education are eligible for admission in good standing. The diploma must be in the Registrar's Office before an acceptance letter will be granted.

ADMISSION POLICIES

Palm Beach Junior College makes no distinction on the ground of race, color, sex, religion or national origin in the admission practices or any other practices of the institution.

In order to maintain the college ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed sufficient. Decision on admission rests with the Registrar.

One of the conditions for entrance into Palm Beach Junior College is that the student gives his authorization for the college to release transcripts to governmental and education institutions.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Junior College for a period of two years who has previously been expelled from a junior college or university within a two-year period for unlawful possession, sale or use of narcotic drugs, or for campus disruptions.

Dual Enrollment

Exceptionally well qualified Florida high school seniors who have earned a minimum of 10 credits above grade nine with a "C" or better average may, upon written recommendation of their high school principal, enroll at Palm Beach

Junior College for a maximum of seven credit hours per term in the Fall and Winter Terms and four credit hours in the Spring Term, prior to their graduation from high school.

Students in this program are encouraged to enroll in day classes, but may enroll in evening classes. They are responsible for their own transportation. Regular fee schedules apply.

Dually enrolled students are considered to remain essentially high school students, and it is the responsibility of the student and his high school to insure that requirements for graduation from high school are met.

Students who are dual enrolled will not be permitted to participate in College activities.

Early Admissions

High School seniors meeting all the requirements for dual enrollment, and also scoring in the 90th percentile of the general tests of the College Boards (SAT) or of the American College Tests (ACT) may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Junior College. In some instances, credits earned during the early admission period may be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized.

Advanced Placement

It is the policy of Palm Beach Junior College to grant college credit to a student who presents a score of 5, 4 or 3 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Junior College is transferable to Florida institutions of higher education participating in a statewide agreement.

College Level Examination Program (CLEP)

College credit may be awarded for acceptable scores on the College Level Examination Program tests developed by the Educational Testing Service, Princeton, New Jersey.

METHODS OF ADMISSIONS

Students presenting official transcripts of acceptable scores will be awarded credit with a maximum of 27 semester hours on College Norms. Credits may be earned in the following areas: **English, Natural Sciences, Mathematics, Humanities, Social Sciences-History.**

Some colleges and universities do not allow credit for this program. It is the responsibility of the student to contact the institutions to which he expects to transfer and determine the acceptability of this credit.

METHODS OF ADMISSIONS

CLEP credit will allow some students to exempt lower level college courses in General Education. Students receiving CLEP credit must register for advanced courses in the areas exempted to secure additional credit. Entries on official transcripts will be labeled "CLEP Credit." Entries on transcript in columns of "Hours Attempted" and "Quality Points" will be omitted.

Departmental and Special Course Examinations

Students who have been admitted to the College may take, where available, special credit course examinations by paying a fee of \$11 per credit hour. This fee is not refundable. Any credit earned will be reported to the student but will not be credited until after the student has registered. If the student drops during the first five days of the semester the credit will not be granted.

Military Service Credits

Palm Beach Junior College grants credit for United States Armed Forces Institute (USAFI) College Level Examination Program (CLEP). Credit is not granted for USAFI high school or college level General Education Development Tests. However, students may use these GED scores to help secure an Equivalency Diploma from a state department of education.

Palm Beach Junior College grants no credit for military service, military schools or for USAFI courses.

Project Ahead

Project Ahead is a cooperative education plan between the U.S. Army and colleges and universities throughout the United States. As a participating college, Palm Beach Junior College will accept an application from an army enlistee, will provide counseling and advisement, and will act as repository for acceptable college credits earned during service years. Since army personnel are frequently transferred, this program permits the enlistee to organize a continuous education program even though courses may be taken at several different institutions.

Transfer Students

A student is classified as a transfer student if he has previously registered at any other college or university regardless of the amount of time spent in attendance or credit earned.

1. Students who enter from other colleges or universities and who ask for advanced standing, must furnish a statement of honorable dismissal and the official transcript of the work done in the college or university from which they transfer, together with a complete statement of the subjects offered for entrance at the former school.
2. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Junior College.

3. Transfer students enrolling in either session of the Spring Term who expect to return to the college or university they are currently attending, will be admitted by letter of good standing from that college in lieu of transcript. However, if they wish to continue attendance in Palm Beach Junior College for an additional term, they **MUST** file a complete transcript of their academic record from the other college(s) in order to meet admission requirements for the additional term here.
4. Students transferring from an institution of higher learning which is not accredited by the Association of that area, but has candidacy status, are accepted conditionally. When 15 hours of work have been successfully completed at Palm Beach Junior College, the student will be given credit for acceptable courses which were transferred.
5. Palm Beach Junior College accepts on transfer only those courses completed at other institutions with grades of "D" or higher. All courses on the transcript are considered in calculating quality point average for student standing and for meeting graduation requirements.
6. Any student who has been suspended for disciplinary reasons at any college or university is not eligible for admission.

Transient Students

Students currently attending other colleges or universities who plan to enroll at Palm Beach Junior College as a visiting student for a session(s) of the Spring Term should complete Palm Beach Junior College Application for Admission Forms, or if they have previously been students at PBJC, reactivate their records. An official college transcript or a letter of good standing must be mailed directly to the Registrar's office.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Junior College.

Foreign Students

Palm Beach Junior College welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions procedures. Additional requirements for foreign students are:

1. Applications must be made at least three months prior to the term in which a student plans to enroll if student wishes an I-20 (student visa) form.
2. Foreign transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. Records must show the equivalent to U.S. high school graduation.

Methods of Admissions

3. Foreign applicants must present evidence of proficiency in speaking, writing, and understanding the English language by submitting scores on the Test of English as a Foreign Language (TOEFL). This test (TOEFL) is administered by ETS, the Educational Testing Service, Princeton, New Jersey 08450, U.S.A. The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results to be sent to the Registrar's Office at PBJC. Successful completion of a program in "English as a Foreign Language" taken in residence at an American institution of higher learning may be accepted in lieu of the Test of English as a Foreign Language.
4. Applicants must present a statement from a local sponsor who will assume responsibility for housing accommodations and transportation, if necessary. Inquiries regarding sponsors should be directed to the Foreign Student Advisor four to six months prior to the expected date of enrollment.
5. Foreign students must be full-time day students while enrolled at Palm Beach Junior College and are expected to complete the two-year program in two years.

Students on student visas are required by law to have sufficient funds to cover all living expenses, tuition, and fees for a minimum of one year. Prior to the time the student registers for courses each term, these funds must be available. No financial aid is available to new foreign students. Limited funds for emergencies are sometimes made available by local community organizations through the Foreign Student Advisor's Office.

Applicants will be notified by the Registrar of their acceptance and will be provided with Form I-20A as required by the United States Immigration Office, Department of Justice.



Admission Procedures

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

1. ADMISSION FORMS

Apply to the Office of the Registrar for admission forms. Fill out the application form in detail, have the residence affidavit notarized (page 4 of application form), and forward completed application to the Registrar's Office. An identification photo is requested.

2. TRANSCRIPTS

Take or mail the transcript form to the high school last attended and ask that it be filled out immediately AFTER your graduation and sent to the Registrar, Palm Beach Junior College. If you have attended college elsewhere, you must submit transcripts from all colleges attended. Transcripts must be sent directly to the Registrar.

3. STUDENT PERSONNEL HEALTH SERVICES FORM

A Health Information card must be filled out at registration, and updated at each subsequent registration.

4. PLACEMENT TESTS

All students attending college for the first time and/or transfer students who have not completed their English and mathematics requirements must complete the PBJC placement tests. These tests are designed for the student to take at home and may be picked up at any of the PBJC centers. Students currently enrolled in Palm Beach County high schools should present their letter of acceptance to their high school Guidance Office and secure the placement packet. Out-of-county and out-of-state students shall receive the placement packet by mail with their acceptance letter. All placement test packets *must be* taken to the College on the day assigned for orientation. Registration cannot be completed without the placement packet.

5. ACCEPTANCE

Upon completion of all forms, your application will be considered by the Admissions Committee and you will be notified of their action. If you are eligible to be admitted, you will receive an acceptance letter from the Registrar's office, along with dates for orientation, registration and final testing.

Any student falsifying application records will be subject to immediate dismissal without refund.

Specialized Programs

All students must complete the five steps listed above. Additional requirements for certain specialized programs are listed below. Requirements must be completed BEFORE admission to college.

Admission Procedures

NURSING

Applicants wishing to be considered for acceptance into the Associate of Science Degree Nursing Program must file the following documents with the Admissions Office of the Registrar by **March 15**.

1. A completed application form for the Palm Beach Junior College Nursing Program.
2. Transcripts
 - a. Request your high school to mail your transcript to the Registrar's Office. If you are not graduating until June, request that a *partial transcript including one complete semester of your senior year and rank in class be sent in February*.
 - b. College students must also request ALL colleges attended to send an official transcript of credits to the Registrar's Office.
 - c. A transcript documenting that you are taking or have taken a high school chemistry course or PBJC's CHM 1015 or its equivalent within the past five years with an earned grade of "C" or better.
3. A completed medical examination form within one year of March 15. **THE FORM MUST INDICATE IMMUNIZATION DATES WITHIN THE LAST TEN YEARS.**
4. The Twelfth Grade Placement Test or ACT Test if no college degree is held. If the Twelfth Grade Placement Test does not demonstrate a score of at least 200 or the ACT a National Percentile score of at least 39, then a transcript with at least 24 semester hours of college credit must be submitted.

APPLICANTS FOR THE NURSING PROGRAM MUST COMPLETE ALL OF THE ABOVE REQUIREMENTS BEFORE THEIR APPLICATION WILL BE CONSIDERED.

Students whose Twelfth Grade Placement Test scores or ACT Test scores place them in remedial math and/or English as well as students who score less than 200 on the Twelfth Grade Placement Test or below a National Percentile score of 39 on the ACT Test will be required to complete a minimum of 24 college semester hours which will include at least 6 hours of Natural Science with grades of "C" or better. *All students must have a cumulative grade point average (GPA) of 2.0 in all college work attempted at the end of the past term.*

Your selection will be based on the following criteria:

1. Chemistry grade
2. Florida Twelfth Grade or ACT Test
3. Grade Point Average. College GPA will be used if twelve or more hours.

Students may challenge the Nursing courses if previous experience and academic preparations warrant. Challenge examinations must be arranged through the Department Chairperson. Examinations for fall courses must be completed before June 1, and courses for the winter must be challenged before November 1.

Admission Procedures

Both men and women are eligible to apply, regardless of marital status or age. Florida residents will have priority. However, graduates must have attained the age of nineteen to write the licensing examination in Florida.

Applicants whose files are not complete by March 15 may be considered only if vacancies are available prior to the beginning of the Fall Term. Each applicant not accepted by the Fall Term must reapply between January 1 and March 15 if they wish to be considered for the next class.

If a student wishes to be readmitted to the Nursing Program, he or she must make application by March 15.

A student will be withdrawn from the Nursing Program if he or she receives more than one failure in a clinical nursing course. He or she may not apply for readmission.

LPN TO RN PROGRAM

Minimum Requirements to Apply for Admission:

1. Be a Licensed Practical Nurse
2. Have at least a 2.0 average on all college work
3. Have at least a "C" in Anatomy and Physiology, Microbiology and Chemistry
4. Have passed the challenge examinations in (a) Nursing Fundamentals; (b) Obstetrics; and (c) Pediatrics
5. Have completed the following courses:

APB 1190	Anatomy and Physiology I
APB 1190L	Anatomy and Physiology I Lab
APB 1191	Anatomy and Physiology II
APB 1191L	Anatomy and Physiology II Lab
CHM 1015	Chemistry (will accept if has been within 5 years in high school)
ENC 1103	Freshman Communications I
ENC 1136	Freshman Communications II
MCB 1000	Microbiology
MCB 1000L	Microbiology Lab
Phys. Ed. (2)	(If under 25 years of age)
PSY 2012	Psychology
SOC 1200	Introduction to Social Sciences
POS 1001	Introduction to Political Science (or AMH 2010 U.S. History to 1865; or POS 2041 American National Government)

6. Math equivalency exam
7. Completed physical exam

• Admission Procedures

8. Students will need to have accident insurance of some type

9. Have passed prerequisite skills in nursing lab

Credit as listed above will be given when the applicant has passed each of the challenge exams with at least a "C" grade:

Fundamentals of Nursing	6 credits
Obstetrics	2 credits
Pediatrics	2 credits
	<hr/>
	10 credits

The fee for challenge exams is \$11.00 a credit hour; total cost \$110.00

DENTAL HEALTH SERVICES

For the purposes of sanitation, safety and to develop professional pride in appearance, there are specific requirements in laboratory and clinic dress for all Dental Health Services students.

DENTAL HYGIENE

Applicants must: (1) be a resident of Florida for 12 months prior to registration date; (2) secure a special application packet for Dental Hygiene from the admissions section of the Registrar's Office; (3) take the American Dental Hygiene Aptitude Test; (4) submit results of the Florida Twelfth Grade Placement Test (not more than three years old) or the ACT (American College Testing Program) given in October, November or February; (5) have medical and dental examination results recorded on the forms furnished by the College; (6) complete all application procedures by March 15, (high school seniors should submit partial transcripts covering all but final semester's work—complete transcripts are required after graduation.)

DENTAL ASSISTING

Applicants must (1) have a medical and dental examination, results of which are recorded on form furnished by college; (2) have a personal interview with a staff member of the Dental Assisting Program.

DENTAL LABORATORY TECHNOLOGY

Applicants must (1) take the aptitude test as scheduled by the PBJC Dental Health Center; (2) have a personal interview with a staff member of the Dental Laboratory Technology Program.

READMISSION PROCEDURES TO DENTAL HEALTH PROGRAMS

Should a Dental Hygiene or Assisting student voluntarily withdraw before completion, or fail to meet course requirements and decide to return, it will be necessary to:

1. Reapply as a new student.
2. All student application records must be updated to be considered for the new class.

Reactivated Students

A student who wishes to return to Palm Beach Junior College for day classes after an absence of one or more terms should:

- (1) Write Registrar's Office by deadline date in current calendar requesting that his records be made active.
- (2) File for additional forms or transcripts necessary to update admission records.

Acceptance letter will be issued upon completion of items (1) and (2).

Dual College Enrollment

A currently enrolled student at Palm Beach Junior College may not attend another institution, except with permission from the Registrar's Office of Palm Beach Junior College.

Credit will not be granted at Palm Beach Junior College if a student is enrolled in another college without permission during the same session. The Palm Beach Junior College registration will be cancelled and there will be no refund of fees.

Florida Atlantic University and Palm Beach Atlantic College students must have approval of the Dean of his or her college to attend PBJC. Forms may be obtained in the Registrar's Office, Florida Atlantic University or Palm Beach Atlantic College.

Handicapped Students

Palm Beach Junior College is making efforts to comply with all laws and regulations applicable to qualified handicapped individuals as required in Section 504 of the Rehabilitation Act of 1973.

College personnel are aware of the kinds of problems handicapped students face and are anxious to help solve them.

A common effort has been undertaken to make College facilities and services available and useful to students with physical and other types of disabilities.

Information about the accessibility and facilities of campus buildings, classroom assistance, parking, and schedule accommodations is available.

It is helpful to identify needs before registration. Please inquire of the Director of Health Services.

Senior Citizens

Senior citizens are a welcome part of the student body at Palm Beach Junior College, in both day and evening classes. A board policy designed to encourage even fuller use of the college by senior citizens is given in detail in the "PBJC FEES" section.

PBJC Fees

All fees are due at the time of registration. No registration will be completed until all matriculation fees, tuition fees, and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration; one for registration and one which may be used to purchase books and supplies. All fees subject to change by action of the Board of Trustees.

BASIC FEE SCHEDULE

Student fees at Palm Beach Junior College have been established by the Board of Trustees effective with the Fall Term 1977-78 as follows:

In-State Students (Florida Residents)

Matriculation Fee, \$14.00 per semester hour-all terms

Out-Of-State Students (Non-Florida Residents)

Matriculation and Tuition Fee, \$29.00 per semester hour-all terms

Lab fees have been established for all courses which require expendable materials in addition to above fees.

A State Scholarship Fee of \$7.00 will be assessed on all registrations of 12 semester hours or more in a term.

Special Fees*

MISCELLANEOUS FEES

Transcript Fee.....	\$1.00
Two transcripts, whether partial or final, are furnished free of charge.	
Additional transcripts will not be issued until this fee is paid.	
Special Term Examination Fee	3.00
Fee for Department and	
Special Course Examinations	11.00/credit hour
Special Announced Test Fee	2.00
Graduation Fee, Winter Term.....	9.00
Graduation Fee, Other Terms	6.00
(An additional fee of \$3.00 is charged graduates of Fall, Spring I and Spring II Terms, if the student wishes to take part in commencement exercises.)	
Late Registration Fee	(\$5.00 per course with a maximum of \$20.00)
Returned Check Fee	5.00

*Special fees are assessed in addition to the Basic Fee schedule. Special fees may vary from Center to Center.

APPLIED MUSIC FEES

All Applied Music courses require special fees.

Applied Music courses are numbered MV, and may be MVB (Brass), MVK (Keyboard), MVP (Percussion), MVS (Strings), MVV (Voice), or MVW (Woodwinds).

Applied Music—Class Instruction

(2 class hours weekly) \$20.00

Applied Music—Private Instruction

One half-hour lesson weekly \$30.00

(Preparatory—Freshman Level, Secondary

Instrument—Freshman and Sophomore Level)

Two one-half hour lessons weekly \$60.00

(Principal Instrument—Freshman and Sophomore Level)

PHYSICAL EDUCATION FEES*

Aquatics (Fundamentals of), PBJC Central \$17.00

Aquatics (Fundamentals of), PBJC North..... 5.00

Bowling 27.00

Life Saving & Water Safety, Swimming 17.00

*Fees estimated and are subject to change

LAB FEES

APB 1190L	Anatomy and Physiology I Lab.....	6.00
APB 1191L	Anatomy and Physiology II Lab	6.00
APB 2303	Medical Laboratory Procedures I.....	6.00
APB 2311	Medical Laboratory Procedures II	6.00
ART 1100	Arts and Crafts I	7.50
ART 1101	Arts and Crafts II	7.50
ART 1110	Ceramics I	7.50
ART 1111	Ceramics II	7.50
ART 1155	Enameling and Jewelry	7.50
ART 1203	Design III	7.50
ART 1230	Advertising Design I	7.50
ARV 1100	Photography I	7.50
ARV 1101	Photography II	7.50
ARV 1202C	Typography	7.50
ARV 1221C	Technical Processes	7.50
ARV 1200	Graphic Arts I.....	7.50
ARV 1234C	Graphic Arts II	7.50
ARV 1264C	Graphic Arts Industries	7.50
ARV 2214C	Screen Printing	7.50
ARV 2217C	Ink and Color	7.50
ARV 2222C	Graphic Arts III.....	7.50

PBJC Fees

ARV 2105C	Dye Transfer Photography.....	7.50
BCN 2253C	Architectural Drafting.....	2.00
BOT 1010L	General Botany Laboratory.....	6.00
BOT 1053C	Botany II.....	6.00
BSC 1010L	Principles of Biology Laboratory.....	6.00
CHM 1015L	Lab for CY 100.....	10.00
CHM 1045L	General Chemistry I.....	10.00
CHM 1046L	General Chemistry II.....	10.00
CHM 1047	General Chemistry III (disc. after Fall '78).....	10.00
CHM 2200C	Principles of Organic Chemistry.....	10.00
CHM 2210L	Organic Chemistry I.....	10.00
CHM 2211L	Organic Chemistry II.....	10.00
CHM 2120C	Quantitative Analysis.....	10.00
CJT 2100	Criminal Investigation.....	2.00
CJT 2140	Introduction to Criminalistics.....	2.00
COP 2120	Business Programming—COBOL.....	5.00
COP 2400C	Computer Programming I.....	5.00
COP 2401C	Computer Programming II.....	5.00
COP 2610C	Advanced Computer Systems.....	5.00
DEA 1020C	Preclinical Orientation.....	10.00
DEA 1800C	Clinical Practice I.....	10.00
DEA 7801C	Clinical Practice II.....	10.00
DEA 1802C	Clinical Practice III.....	10.00
DEA 1820C	Intraoral Auxiliary Procedures I.....	10.00
DEA 1821C	Intraoral Auxiliary Procedures II.....	10.00
DEH 1800C	Clinical Dental Hygiene I.....	5.00
DEH 1802C	Clinical Dental Hygiene II.....	5.00
DEH 2806C	Clinical Dental Hygiene III.....	5.00
DEH 2808C	Clinical Dental Hygiene IV.....	5.00
DES 1000C	Dental Anatomy.....	5.00
DES 1100L	Elements of Dental Materials.....	10.00
DES 1200C	Dental Radiology.....	5.00
DTE 1100C	Complete Denture Techniques I.....	10.00
DTE 1101C	Complete Denture Techniques II.....	10.00
DTE 1110C	Cast Inlay and Crown Techniques.....	10.00
DTE 1120C	Partial Denture Techniques I.....	10.00
DTE 1140C	Ceramics I.....	10.00
DTE 1150C	Crown and Bridge Technique I.....	10.00
DTE 2121C	Partial Denture Techniques II.....	10.00
DTE 2130C	Special Prosthesis.....	10.00
DTE 2131C	Ortho & Pedo Rem. App.....	10.00
DTE 2151C	Crown and Bridge Technique II.....	10.00
EEC 2940L	Montessori Practicum I.....	5.00
EEC 2941L	Montessori Practicum II.....	5.00
EMT 2208	Emergency Medical Tech II.....	10.00
ETC 2321C	Surveying I.....	3.00

ETC 2323C	Surveying II	3.00
ETD 2711C	Machine Drafting I	2.00
ETD 2450C	Advanced Engineering Design	2.00
ETD 2801C	Technical Illustration	2.00
ETE 1001	Essentials of Electricity	3.00
ETE 1010C	Electricity and Magnetism	3.00
ETE 1020C	Circuit Analysis	3.00
ETE 2101C	Electronics I	3.00
ETE 2122C	Electronics II	3.00
ETE 2514C	Advanced Electricity	3.00
ETG 2530C	Properties and Test. of Materials	3.00
ETI 1411C	Manufacturing Processes	3.00
ETM 1600C	Air Conditioning Shop	3.00
ETM 1614	Refrigeration Cycles and Equipment	3.00
EVS 1269C	Microbiology for Wastewater Tech.	6.00
FSS 1210C	Food for the Family	10.00
FSS 2221L	Quantity Food Comp. and Prep	15.00
HFT 1941	Hotel-Motel-Food Service Practicum I	15.00
HFT 2941	Hotel-Motel-Food Service Practicum II	15.00
MCB 1000L	Microbiology	6.00
NUR 1210C	Medical and Surgical Nursing I	5.00
NUU 1140C	Fundamentals of Nursing	5.00
OCB 2103C	Introduction to Marine Science	6.00
OTH 1800C	Occupational Therapy Practicum	2.00
OTH 2100C	Occupational Therapy Act. Lab	10.00
PCB 2063L	Experiments in Genetics	6.00
PEL 1346L	Badminton	2.00
PEL 2121L	Golf (Co-Ed)	2.00
PEL 2141L	Archery (Co-Ed)	2.00
PEL 2341L	Tennis (Co-Ed)	2.00
PEL 2342L	Intermediate Tennis	2.00
PEN 2122L	Intermediate Swimming and Diving	5.00
PHY 2048L	Laboratory for PHY 2023 and PHY 2048	5.00
PHY 2049L	Laboratory for PHY 2024 and PHY 2049	5.00
PSC 1341L	Physical Science Laboratory	5.00
SES 1100	Beginning Typewriting	5.00
SES 1108	Typewriting	5.00
SES 1110	Intermediate Typewriting	5.00
SES 1210	Shorthand	5.00
SES 1211	Dictation and Transcription	5.00
SES 1321C	Office Machines	5.00
SES 1401	Office Practice	5.00
SES 2120C	Advanced Typewriting	5.00
SES 2212C	Advanced Shorthand Dict. & Transcr.	5.00
SES 2224	Machine Shorthand	5.00
SES 2221C	Machine Shorthand I	5.00

PBJC Fees

SES 2222C	Machine Shorthand II.....	5.00
SES 2223C	Machine Shorthand III	5.00
SES 2248C	Special Appl. of Dict. & Transcr.	5.00
ZOO 1013L	General Zoology Laboratory	6.00
ZOO 2713C	Comparative Vertebrate Anatomy I.....	6.00
ZOO 2714C	Comparative Vertebrate Anatomy II	6.00

CENTER FOR EARLY LEARNING AND EARLY CHILDHOOD PROGRAMS:

1. Overall non-refundable materials fee of \$10.00 to be paid by student-parents prior to enrollment each term. If a child is enrolled after beginning of term, materials fee will be graduated on a monthly basis.
2. Enrollment fees are charged on a sliding scale according to ability to pay, at the following increments:
 - a. \$10.00 per week
 - b. 15.00 per week
 - c. 20.00 per week
3. The current fee in the amount of 50 cents per week is charged for each child for snacks.

FEES FOR SENIOR CITIZENS IN CREDIT CLASSES

Senior citizens may register for not to exceed two classes on the final day to drop or add classes in any regular registration period for any existing vacancy in an existing section of a credit class. The fee for each class shall be \$4.00. The Board shall waive the student activity fee. In the case of non-residents, the Board shall waive the non-resident portion of the fee.

Students will be expected to pay all regularly assessed special fees for any classes in which they enroll.

Students registered under this policy must not be currently registered in any other credit classes.

Senior citizens, for the purpose of this policy, shall be those individuals who have reached the age of 65 by the day of registration.

SHORT COURSE, NON-CREDIT FEES

Fees to cover the cost of instruction and materials for short courses, non-credit courses and workshops will be announced for each course offering.

OTHER INDIVIDUAL PROGRAM COSTS

Students enrolled in Dental Assisting, Dental Hygiene, Nursing, Emergency Medical Technician, Mental Health Technology, and Occupational Therapy

Assisting must purchase approved insurance and provide for transportation to the agencies for clinical experience. Nursing and Dental Hygiene students must also purchase approved uniforms and special kits as required.

Art, Engineering Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks.

REFUNDS

Students who withdraw from college within the first five class days of any term, except Spring Term—first three days) not including days set aside solely for registration, will be reimbursed eighty percent of the tuition and fees. The student withdrawing must notify Registrar.

Pre-scheduled students who have prepaid fees will be reimbursed one hundred percent of fees paid, if they notify the Registrar's Office in person before official registration begins as published in current catalog for any term. After official registration begins, only eighty percent will be reimbursed.

Students must present completed documentation for change from out-of-state to in-state classification to the Registrar before the first day of classes to be eligible for a refund of the out-of-state portion of their fees.

STUDENT ACTIVITY FEE

An activity fee of \$1.00 per semester hour, which is included in the matriculation fee, has been identified for use in student activities. This fee will be distributed to on-going student activities, such as Athletics, Galleon, Beachcomber, Intramural and Recreation, Assemblies, Student Government Association, etc. Requests for funds are reviewed annually by the Student Activity Fee Committee.

DELINQUENT ACCOUNTS (INCLUDING RETURNED CHECKS)

Any student who has a delinquent account shall be notified. If the delinquency is not cleared within the time period specified, the Assistant Dean of Students will inform the student that he has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College, and have all academic records frozen until the account is cleared.

STUDENT FEE AUDIT

An audit of all fees collected will be conducted by the College staff at the close of each registration.

In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them. Overcollection of fees will be refunded.

Federal Education Benefits**VETERANS ADMINISTRATION**

The college is State approved for veterans training. Veterans who plan to attend under any of the various veteran's training laws and dependents of deceased or disabled veterans who expect to enroll under the War Orphans Educational Assistance Act or Aid to Veterans' Dependents should apply to the St. Petersburg Regional Office or the College Registrar's office.

Veterans are urged to contact personnel in the Veterans Section of the Registrar's office when V.A. Application is being made.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges, the same as other students, except for disabled veterans attending under Title 31, who are certified by V.A. prior to enrollment. However, any veteran training under Chapter 34 or 35, Title 38 United States Code may receive a sixty (60) day deferment to pay his fees by completing the proper forms at the Veterans Section of the Registrar's Office and taking these forms to the Cashier's Office. Veterans who choose to defer their fees and fail to pay by the end of a 60 day period will be treated as other students who have failed to pay fees. Upon certification by the college and the Veterans Administration, educational allowance is paid monthly to the student for training time computed as follows:

Time	Regular Term	Six-Week Term*
Full	12 or more sem. hrs.	4 sem. hrs.
3/4	9-11 sem. hrs.	3 sem. hrs.
1/2	6-8 sem. hrs.	2 sem. hrs.
Fees Only	1-5 sem. hrs.	1 sem. hr.

A person claiming benefits and eligible to receive a monthly subsistence check should be prepared to finance in full his expenses for the first two or three months. When full eligibility is established, a subsistence check should be expected by the 10th of each month.

* Combination of six-week and 12-week term is figured individually. The VA allows nothing for widows or children, if the student drops below 1/2 time.

STANDARDS OF PROGRESS—VETERANS

Palm Beach Junior College has established the following standards of progress for all veterans or eligible persons receiving VA benefits to comply with Veterans Administration Regulations 14253 (d) and 14277:

(1) Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records show continuous pursuit and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course, and record of enrollment in subjects from which there was a withdrawal.

(2) Complete academic records are maintained of previous college level academic training and these records clearly indicate the amount of credit accepted which proportionately shortens the training period and the Veterans Administration and the student are so notified. The record is a cumulative record in that it shows the results of each term of enrollment, subjects taken and grades earned.

(3) A veteran or eligible person will be considered to have made unsatisfactory progress if he or she is unable to complete his or her graduation requirements within the approved length of time, as required by the Veterans Administration. These requirements are based on a 62 credit hour graduation requirement at Palm Beach Junior College.

(4) If veteran or eligible person misses more than 25% of the class meetings for a particular course or 2 consecutive weeks of class meetings, and extenuating circumstances are not found, the Veterans Administration will be notified of the student's change of status.

(5) Policies relative to standards of conduct and progress required of the student are enforced. These include, but are not limited to, placing students on academic probation when their quality point average is not:

- 1.4 or better for 1 through 14 semester hours attempted
- 1.6 or better for 15 through 27 semester hours attempted
- 1.8 or better for 28 through 45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted

Quality points are assigned as follows:

- A — 4 quality points per credit hour
- B — 3 quality points per credit hour
- C — 2 quality points per credit hour
- D — 1 quality point per credit hour
- F — 0 quality points per credit hour
- W —
- WX —
- *I Failure until completed

*Incomplete grades are changed to "F," if not made up within two weeks after the end of term.

The scholastic standing of a student is defined as the ratio of the total number of quality points to the total number of hours attempted.

If the appropriate quality point average has not been attained after one semester on probation, the Veterans Administration will be notified that the student is making unsatisfactory progress and that educational benefits should be discontinued. Notices of changes of enrollment status are also sent when a student withdraws during a term, does not reenroll for a subsequent term, or changes status.

No student will be considered to have made satisfactory progress when he or she fails and/or withdraws from all subjects undertaken when enrolled in 2 or more

Student Residence Classification

unit subjects (except when there is a showing of extenuating circumstances). The Coordinator of Veterans Affairs is located in the Registrar's Office, extension 215 and 315; evenings 965-8004.

SOCIAL SECURITY

The social security law provides benefits up to age 22 to children whose parent on whom they were dependent dies or starts receiving social security retirement or disability benefits. The student must be in full-time attendance in an educational institution. Full time at PBJC is 12 credit hours.

Student Residence Classification

A student's residence classification is determined at the time of his first registration at Palm Beach Junior College. Students may change to Resident Student at the change of term after having their legal domicile in the State of Florida for 12 months. To change to Resident Student, a Declaration of Domicile must be on file in the Registrar's Office prior to the first class meeting.

RESIDENT STUDENT

A student is considered a Resident Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent resident in the State of Florida for at least 12 months immediately preceding his registration at Palm Beach Junior College. Legal papers proving his guardianship must accompany the application of students claiming Resident Student classification through a legal guardian.

OUT-OF-STATE STUDENT

Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration he will be classed as an Out-of-State Student and be subject to the Out-of-State tuition fee. (Proof of guardianship required.) Employees of the Board of Public Instruction or of Palm Beach Junior College who are themselves students at PBJC and who wish to request a waiver of Out-Of-State tuition fees may obtain the proper form from the county superintendent's office or from the college.

SOPHOMORE AND FRESHMAN

A student is considered a sophomore when he has completed twenty-four semester hours of credit, regardless of the number of terms he has been in attendance. When he has completed less than twenty-four hours of credit, he is a freshman.

REGULAR AND SPECIAL

A student is considered a regular student when he is carrying twelve or more semester hours of credit. When he is carrying less than twelve, he is classified as a special student. A Spring Term student must carry 4 semester hours in each six-week session to be considered a regular student during that session. Although audit courses carry no credit, they are counted as part of the student's load. However, when figuring credit load for Selective Service deferment, Social Security benefits or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours.

AUDITORS

A student may be admitted to any course as an auditor with the consent of the registrar. Students auditing a course must be regular in attendance, but not required to take tests and examinations. No audit student may change his registration to seek credit in any course in which he is enrolled as an auditor. No day student is permitted to change to audit after he has registered for credit in the course.

Attendance

CLASS ATTENDANCE

A student must attend all classes and laboratories for which he is registered. Absence involves a scholastic loss and necessarily a lower grade. Complete regulations are in the Student Handbook.

ATTENDANCE REGULATIONS FOR CREDIT COURSES

1. An accurate record of attendance and tardies will be kept for each class. If a student misses as much as one-third of a class, he will be counted absent. Three tardies will be counted as one absence.
2. There is no such thing as an "allowable cut" in any class. Regular class attendance is expected.
3. If, for some unavoidable reason, a student should have to miss a class session, it is the student's responsibility to contact the instructor immediately upon his return to class to determine what measures can be taken to maintain the continuity of the course.
4. Any student who misses more than 25% of the class meetings for a particular course will receive an automatic "F" in the course, unless he completes an official Drop-from-Class form; or, the instructor may withdraw the student from class with a grade of "WX." (In the case of extreme extenuating circumstances, an instructor may permit a student to remain in the course beyond the 25% maximum and give him the grade earned.)

Grading

5. It is the student's responsibility to withdraw himself from a class. This may be done up to two weeks before the final examination period.
6. In case of an emergency, hardship, or extenuating circumstances, a student may request in writing or by telephone to the Assistant Dean of Students-Men/Women, pending their approval, that a Drop-from-Class form be processed for the student.

ABSENCE FROM EXAMINATIONS

Absence from an examination will count as failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3.00 will be charged for a special term examination and a fee of \$2.00 for a special announced test given during the term.

Grading

GRADING SYSTEM

The following grading system is used in Palm Beach Junior College:

A — Excellent	I — Incomplete
B — Good	W — Withdrew
C — Fair	AU — Audit
D — Poor but Passing	NC — Non-credit Course
F — Failure	WX — Withdrawn for Excessive Absences

GRADE POINT AVERAGE

The grade point average is determined by dividing the total quality points earned by the total semester hours attempted. Quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. Only the last attempt of a repeated course will be used in computing the grade point average.

GRADE REPORTS

Grade reports are sent to students twice a term. The only grades officially recorded are those issued at the end of a term or session.

ACADEMIC HONORS LIST

Students who attend Fall or Winter Term and earn 15 or more semester hours credit with a 3.0 or higher average, will have their names placed on the Academic Honors List for that term. Students enrolled in the Spring Term will be eligible for the Academic Honors List if they attend both sessions and earn 12 or more semester hours credit with a 3.0 or higher average (B or better).

STUDENT LOAD

Most students are not permitted to carry more than 18 semester hours. However, a student whose name appears on the Academic Honors List for the previous term and who has at least a 3.0 cumulative average, may enroll in a maximum of 21 semester hours during a regular term and 14 semester hours during the 12-week Spring Term.

INCOMPLETE WORK

Incomplete grades are changed to "F" automatically if not made up within 2 weeks after end of term.

ACADEMIC DIFFICULTY

Students whose low cumulative Grade Point Average would not qualify them for graduation, (2.0), should they continue to be in academic difficulty, will be identified by the Registrar as subject to a program of structured guidance and counseling with Student Personnel during the next term they are in attendance.

Policies

STUDENT CONDUCT

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves. Policies and regulations of the college are formulated by the District Board of Trustees, the Faculty of the college, the Student Government, and the Inter Social Club Council. Each student, by the act of registering, obligates himself to obey all rules and regulations formulated by the college.

SECURITY OF STUDENT RECORDS

I. INSPECTION OF RECORDS

A. Eligible Persons

In compliance with the Family Educational Rights and Privacy Act (The Buckley Amendment) the student records at PBJC (located in the Office of the Registrar) are open for inspection only by the student or parents of dependent students (as defined by Section 152 of the Internal Revenue Code) and as per Paragraph #99.31 of the Buckley Amendment.

1. School officials who have legitimate educational interests.
2. State educational authorities.
3. Federal and State officials representing state or federal programs.
4. Persons having written authorization for release.
5. Officials in compliance with Judicial orders.

Policies

B. Viewing the Record

1. Permanent records are never permitted out of the Office of the Registrar.
2. Students may view their records at the counter in the presence of office personnel.

II. PRIOR CONSENT FOR DISCLOSURE OF RELEASE OF RECORDS

A. Copies of Material in Record

1. Transcripts are released only upon written consent of the student or parents of dependent students (as per Paragraph #99.30 of the Buckley Amendment).
2. There is no charge for the first two transcripts. A \$1.00 fee for each additional copy should accompany each additional request.
3. If a student or parent of dependent student cannot have access to record (i.e. lives too far away) copies may be made and the fee schedule for transcripts (A.2.) will be applied. (as per Paragraph #99.8 and Paragraph #99.11 of the Buckley Amendment)

B. Disclosures Released Without Student's Written Consent (as per Paragraph #99.3 of the Buckley Amendment)

1. Enrollment status
2. Dates of attendance
3. Degree received
4. Date of graduation
5. Address (not over the telephone)
6. Educational institutions attended
7. Date and place of birth

III. RIGHT TO HAVE AND PROCEDURE FOR CONDUCTING A HEARING

- A. If a student feels that there is an error in the permanent record, the student should contact the Office of the Registrar to arrange for a hearing.
- B. A hearing will be conducted accordingly as per Paragraph #99.22 of the Buckley Amendment.
 1. The hearing will be within a reasonable period of time after the request is received.
 2. The parent or eligible student shall be given notice of date, place and time reasonably in advance.
 3. A written decision shall be made by the educational institution within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

UNPAID ACCOUNTS

Unpaid student accounts to the college will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript.

PREREQUISITES

A student who registers for any course for which he has not completed the prerequisites must consult with the chairperson of the department offering the course. The chairperson may make the decision to remove the student from the course; move the student to the prerequisite course; or allow the student to remain in the course.

REGULATION CHANGES

Any statement in this catalog is subject to change by the Administrative Committee of the college. Any question concerning the interpretation of any regulation in this catalog will be referred to the Registrar, and his decision will be final.

REPEATED COURSES AND ACADEMIC AVERAGE

As of December 1970, only the last attempt of a repeated course is used in grade point average computation.

No student may repeat a course in which he has previously earned a grade of "C" or better, except on an audit basis.

CORRESPONDENCE COURSES

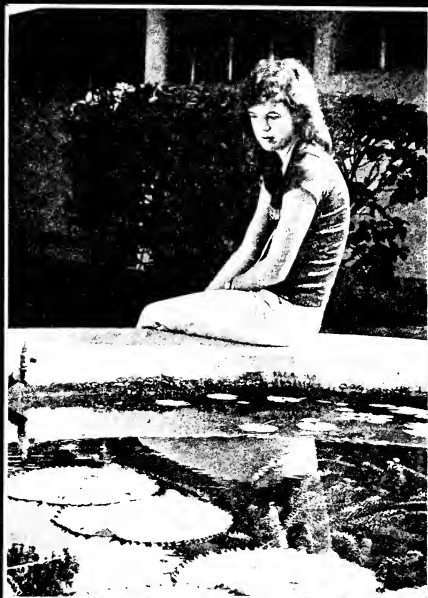
A maximum of 15 semester hours of correspondence credit may be accepted provided:

- (1) The course was administered by a regionally accredited institution.
- (2) The minimum grade "C" was earned.
- (3) The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.
- (4) None of the final 15 semester hours before graduation may be through correspondence.

Palm Beach Junior College does not offer correspondence courses.







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Non-Degree Programs

How to Choose Your Program

In making your decision to seek a college education, one of the basic questions you need to answer is: "How long do I plan to stay in college?" At PBJC, more than half the students plan initially to stay in college for four years—two years at PBJC and two years at some other college or university. They are all enrolled in "University Parallel" courses, leading to an Associate in Arts Degree. If you are planning to obtain a four-year college degree, or more, you should read carefully the section under Associate in Arts Degree below.

Many students feel that they need additional training beyond high school, but are aiming for mid-management levels in some business or profession. A growing number of PBJC students plan to stay in college for only two years, completing their formal college education at PBJC in a "Specialized, Business, Technical, Professional Program" and earning an Associate in Science Degree. If you are one of these, you should read the section under Associate in Science below.

The third broad category of PBJC students are not interested in a degree from college and should read the section below called "Non-Degree Programs." Some of these students will be interested in the one-year programs offered by the college. Others will be persons who want more out of life, and know they can attain this end through education, but have no need for formal recognition of their academic efforts. These students should read the material under "Continuing Education" in the "This is PBJC" section.

Non-Degree Programs

A student who does not desire a degree may work out whatever individual program suits his own educational need. He may register for one or more courses in the day or in the evening.

The college offers a growing number of formalized non-degree programs, with certificates awarded upon successful completion. A list of these non-degree programs, and the page number where additional information may be obtained follows.

Air Conditioning and Refrigeration Specialist.....	154	Early Childhood Education Aides.....	234
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Building Construction Management.....	149	Popular Music and Jazz Specialists.....	183
Computer Operator.....	139	Retail Sales—Clerical.....	112
Dental Assisting.....	143	Stenographic.....	113
Drafting Specialist.....	154	Surveyor's Aid.....	154
		Water and Wastewater Technology.....	218

Associate in Science

The degree of Associate in Science is awarded upon successful completion of a two-year Specialized, Business, Technical, Professional or General Studies Program approved by the College. The aim of the occupationally oriented A.S. Degree program is to fit the student for immediate entry into the business, professional or industrial life of the community with a degree of training which would lead to mid-management levels.

If your answer to the question, "How long do I plan to stay in College?" is, "Not more than two years," you should make your selection of program from those listed below in the Specialized, Business, Technical and Professional list. If you plan to stay in college for four or more years, you should look under the University Parallel list.

It is important to note that students who choose Associate in Science Degree programs are NOT qualifying themselves for transfer to the junior year at a State University. If a combination of immediate job training plus possible continuation for a four-year degree is desired it is better to plan your program with a guidance counselor, using a University Parallel program as a base.

GRADUATION REQUIREMENTS FOR A.S. DEGREE

All students who wish to graduate from Palm Beach Junior College must fulfill the eight requirements listed under the general heading "Graduation Requirements." Students are expected to complete all the courses in the program in which they are registered.

GENERAL EDUCATION REQUIREMENTS FOR A.S. DEGREE*

Students must complete the specific courses in General Education listed below.**

Area I	COMMUNICATIONS	6 Hours
	ENC 1103 Freshman Communications I	
	ENC 1136 Freshman Communications II.....	6
	ENC 1313 Technical Writing.....	3
	SPC 1600 Fundamentals of Speech	3
Area V	SOCIAL SCIENCES	6 hours
	SOC 1200 Social Institutions	3
	AND	
	POS 1001 Political Institutions	3
	OR	
	POS 2041 American Nat'l Gov't	3
	OR	
	AMH 2010 U.S. History to 1865	3

It will be noted that General Education requirements for the A.S. degree are considerably relaxed from the rigid specifications necessary for the Associate in Arts Degree. Students enrolled in A.S. degree programs who do not meet all A.A. degree requirements, may complete 36 hours of General Education and have this noted on transcript, PROVIDED the Registrar is notified of this intention when the student applies for A.S. degree. See "Alternate or Second Degree" following "Associate in Arts."

*Some specialized occupational programs do not need to meet all of the above General Education requirements. However, all courses listed in program outlines in the catalog must be completed in their entirety.

Associate in Arts

If you have any intention of going to college for four years, you should choose your course from the University Parallel list below, and complete all requirements for the Associate in Arts Degree at Palm Beach Junior College. The excellent record made by PBJC students in four-year colleges and universities throughout the U.S. and abroad has been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

While all state universities in Florida will accept as Juniors most students who have completed in A.A. Degree at Palm Beach Junior College completion of the degree does not always qualify for admission to the junior year in certain schools and colleges within the Universities. Each college has specific course requirements which must be met.

If you plan to go into a College of Arts and Sciences, for instance, you should include two years of a foreign language at PBJC. Some colleges require two years each of biological and physical sciences. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PBJC.

GRADUATION REQUIREMENTS FOR A.A. DEGREE

Read carefully the eight steps under the general heading "Graduation Requirements." Students bear the primary responsibility for meeting all these requirements.

GENERAL EDUCATION REQUIREMENTS FOR A.A. DEGREE

You must complete a minimum of 36 semester hours of work in the six subject areas as specified below.

Note that the general education requirement has already been worked into the programs listed in the last section of this catalog. A student must earn a cumulative "C" (2.0) for all subjects, in order to graduate.

Area I	COMMUNICATIONS	6 Hours
	ENC 1103 Freshman Communications I	
	ENC 1136 Freshman Communications II	6
Area II	MATHEMATICS	3 Hours
	MGF 1113 Mathematics for General Education	
	or higher	3
Area III	NATURAL SCIENCES*	6 Hours
	TWO OF THE FOLLOWING	
	BSC 1010 Principles of Biology	3
	BSC 1010L Principles of Biology Laboratory	1
	BOT 1010 General Botany	3
	BOT 1010L General Botany Lab	1
	ZOO 1013 General Zoology	3
	ZOO 1013L General Zoology Lab	1

APB 1120	Environmental Conservation	3
CHM 1015	Principles of Chemistry	3
CHM 1015L	Principles of Chemistry Lab	1
CHM 1045	General Chemistry I	3
CHM 1045L	General Chemistry I Lab	1
CHM 1046	General Chemistry II	3
CHM 1046L	General Chemistry II Lab	1
PHY 2023	General Physics I	3
PHY 2048L	General Physics I Lab	1
PHY 2024	General Physics II	3
PHY 2049L	General Physics II Lab	1
PHY 2048	Gen. Physics with Calculus I	3
PHY 2048L	Gen. Physics with Calculus I Lab	1
PHY 2049	Gen. Physics with Calculus II	3
PHY 2049L	Gen. Physics with Calculus II Lab	1
PSC 1513	Survey of Physical Science I	3
PSC 1341	Survey of Physical Science II	4

The General Education requirements allow a student to earn his six hours of science credits by selecting offerings from the areas of Biology, Chemistry, Physics or Physical Science on the advice of the student's major counselor.

AREA IV HUMANITIES..... 6 Hours

ONE OF THE FOLLOWING

ENL 2015	English Literature to 1660	3
ENL 2020	English Literature after 1660	3
LIT 2215	World Literature to 1600	3
LIT 2224	World Literature after 1600	3
AML 2020	American Literature to 1865	3
AML 2022	American Literature after 1865	3

ONE OF THE FOLLOWING

ARH 1000	Art Appreciation	3
ARH 1955	History and Appreciation of Art (Foreign Study)	3
ARH 2050	History of Art I	3
ARH 2051	History of Art II	3
MUL 1011	Music Appreciation	3
MUL 1955	Music Appreciation (Foreign Study)	3
MUH 2111	Introduction to Music History	3

Area V SOCIAL SCIENCES..... 6 Hours

SOC 1200	Introduction to the Social Sciences	3
AND		
POS 1001	Introduction to Political Science	3
OR		
POS 2041	American National Government	3
OR		
AMH 2010	U.S. History to 1865	3

Graduation Requirements

Area VI	ELECTIVES*	9 Hours
	APB 1190C Anatomy and Physiology I	3
	APB 1191C Anatomy and Physiology II	3
	MCB 1000C Microbiology	3
	TOTAL	36 Hours

*As selected from the areas above of Communications, Mathematics, Natural Sciences, Humanities, Social Sciences and/or Business, (technical courses not acceptable), and approved by the academic advisor. Selection may include, but is not limited to, the above courses.

Graduation Requirements

General requirements for graduation from Palm Beach Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.

- (1) **Students must have 62 semester hours for graduation. Not more than four semester hours of music organization credit and two semester hours of physical education activity credit will be allowed, unless more than two hours is specifically required in the program.**
- (2) The last 15 semester hours of credit must be earned in residence. The student must be in attendance during the term in which he makes application for graduation. In all cases, graduation must follow a term in which the student is in attendance. Dates for the final application for graduation are listed in the college calendar in this Bulletin. It is the responsibility of the student to meet the deadline.
- (3) **A cumulative grade point average of not less than 2.0 or "C" must be achieved in all work attempted by all students.**
- (4) All regular students will be required to complete two semester hours in a physical education activity. Exceptions to this requirement are: adults who have reached their twenty-fifth birthday, veterans with two years of service other than reserve, students enrolled in evening classes, and students enrolled in certain specialized programs. Other students may be excused from the physical education program or a part thereof by a medical certificate.

Two semester hour physical education courses are for Physical Education majors only and will not satisfy graduation requirements for other majors.

- (5) The Health course graduation requirement may be met by either HES 1000, Perspectives on Healthful Living, or HES 2121, Life Science and Health. (Not required for Nursing (A.S.) graduates). This graduation requirement may also be met by satisfactorily passing the Departmental Health Knowledge Test. All students become eligible to take this exam by paying the \$11.00 per credit hour exam fee (\$22.00).

Graduation Requirements

Two hours credit will be awarded and will appear on the student's transcript as "credit by exam" with no letter grade being assigned.

- (6) **Students must make formal application for graduation on the form furnished by the Registrar and filled out by the counselor.**
- (7) **Participation in graduation exercises is expected of all graduates who are eligible for graduation at end of Winter Term. The application must be presented and the graduation fee paid at the time the student registers for his final term.**
- (8) **General Education requirements as specified under Associate in Science and Associate in Arts above. Completion of General Education requirements cannot be certified until all other requirements of the degree have been met.**
- (9) **To obtain full benefit of articulation agreements between Palm Beach Junior College and Florida state university systems, a student must fulfill all graduation requirements.**
- (10) **Articulation Agreement between colleges and universities in Florida effective date of April 13, 1971 has given us a deadline as follows: Students who are awarded AA Degrees after August 31, 1972 at Palm Beach Junior College must have 60 semester hours of ACADEMIC WORK EXCLUSIVE OF OCCUPATIONAL COURSES AND BASIC REQUIRED PHYSICAL EDUCATION COURSES. General Education Certification of an approved program of not less than 36 semester hours is required.**

Alternate or Second Degrees

Occasionally a student will wish to earn both the A.S. and the A.A. Degree from J.C. This can be done, but requires 15 additional credits after the first degree is awarded, plus completion of all requirements for both degrees.

Sometimes students who discover near graduation that they have not completed requirements for the A.A. Degree, but can graduate with an A.S., choose to accept the A.S. in order to graduate with classmates. As explained in the footnote under "A.S. Degree" this is perfectly acceptable as a procedure. An A.S. granted this way does not require the completion of all of the requirements of any one of the standard Specialized, Business, Technical and Professional programs.

Students who adopt this procedure sometimes return for an additional term to complete general education requirements before transferring to a university. The Registrar must be notified in writing on a General Education form of student's intention to work toward General Education requirements. Such a procedure does not allow the conferring of a second degree unless a total of 15 credit hours have been earned beyond those required for the first degree.

Help in Making Your Choice

The entire faculty at Palm Beach Junior College is utilized in an effort to match each student with the program best suited to meet his educational objectives. Students fall into major groups, and these two groups go for help to different members of the faculty.

STUDENTS WHO KNOW THEIR MAJOR AREA OF INTEREST

If you have defined your educational goals to the point where you can select your major area of interest, you will be advised by members of the faculty to the department of your major. The index of Departments and Majors below will lead you to the listing for your department in the last section of the catalog. There you will find the faculty advisors for your major listed, as well as the suggested program in your major.

MAJOR FIELD UNDECIDED

While it is important for you to choose your major field as early as possible, it is recognized by the college that many students can not yet make this decision, and others may discover they have made a wrong choice.

A staff of guidance counselors is available in the Student Personnel Department to assist the undecided student in making out a satisfactory program. Information on career opportunities and four-year colleges and universities is available at the counseling center.

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AA-185.	Building Construction	155
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(Associate in Arts)**

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Social Science Teacher	237
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Specialized, Business, Technical, Professional Program (Associate in Science)

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Specialized, Business, Technical, Professional Program

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Fire Science Technology	152
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General Home Economics	110
Hotel Management	111
Interior Design—Tech.	96
Land Surveying	153
Law Enforcement	167
Legal Secretary	106
Library Technology	174
Medical Assistant	202
Medical Illustration	97
Medical Laboratory Technology	204
Music	182
Nursing	192
Occupational Therapy Assistant	207
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How to Use This Section

If you have read the preceding section, and have chosen, or are in the process of choosing, your area of major interest, you will want to examine the program suggested by your department for the major. You will want to read a description of the course in your program, and choose the electives to meet your own educational objectives. Follow these simple steps:

1. Turn to your department.

Suppose your interest in Art and you want to examine the program in Commercial and Graphic Arts-Tech. Turn to the Art Department. It is the first program in this section.

2. Note the names of your advisors.

One of the persons listed by the last name following the word "Faculty" will serve as your faculty advisor. If you wish to know a bit more about these advisors you will find a more complete list of faculty in the first section of the Bulletin.

3. Check your major.

The list of majors is meant as a quick reference. Since Commercial and Graphic Arts-Tech. is one of the majors in the Art Department, you know you are in the right section of the Bulletin.

4. Find your program.

Note that Commercial and Graphic Arts-Tech. has an (A.S.) following the title. This means it is an Associate in Science program, and if you do not remember what this means, go back and read the information under that title in the preceding section.

5. Examine the program and look up your courses.

Note that under Course Prefixes at the beginning of the Art Department listing, you find ARC, ARH, ARV, and IND. Courses with these prefixes are taught by the Art Department, and the description of these courses follows after the Art Department programs.

But since ENC 1103 and 1136, Freshman Communications, are not taught by Art Department teachers, but by the Communications Department, you will find ENC courses described in the Communications Department section of the Bulletin.

6. Learn your course numbering system.

Palm Beach Junior College uses the Common Course Numbering system now in use in all state community colleges and state universities in Florida. It is the only course numbering system you will need to know if you attend any of these institutions, and it facilitates transfer of credit from PBJC to any other public college in Florida. Complying with a mandate from the legislature, the State Department of Education organized input from all segments of higher education in Florida to develop the numbers we are now using. If you earned credits prior to the adoption of the common course numbering system, a conversion table with the old PBJC numbers is in Appendix A, in the back of the catalog.

Art

FACULTY: Miles (Chairperson), Arant, Archer, Correll, Gray, Hale, Houser, Slatery, R. Smith

MAJORS: Advertising Design, Architecture, Art Education, Art History, Commercial and Graphic Arts, Fine Arts, Interior Design, Photography, Medical Illustration

COURSE PREFIXES: ARC, ARH, ART, ARV, IND

PROGRAMS:

COMMERCIAL AND GRAPHIC ARTS—TECH (A.S. 01-010)

GRAPHIC ARTS (A.A. 01-009)

ADVERTISING DESIGN (A.A. 01-002)

The Graphic Arts programs listed above are designed to prepare persons for careers in the Advertising and Printing industries as cameramen, layout artists, advertising designers, and graphic technicians. All students will enroll in Commercial and Graphic Arts (01-010), and follow the Freshman Year Curriculum listed below. At the beginning of the sophomore year, each student will establish his major according to his individual interests and aptitudes.

FRESHMAN YEAR		SEMESTER	
COURSE	TITLE	HOURS	CREDIT
		Fall	Winter
ART 1201C	Design I	3	
ART 1230C	Advertising Design I		3
ARV 1100C	Photography I		2
ARV 1264C	Graphic Arts Industries	3	
ARV 1200C	Graphic Arts I		3
SES 1100C	Beginning Typewriting		2
ETD 1110C	Introduction to Technical Drawing	2	
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
HES 1000*	Perspectives on Healthful Living	2	
MGF 1113	General Education Math I	3	
	Physical Education	1	1
SOC 1200	Introduction to the Social Sciences		3
		<u>17</u>	<u>17</u>

The Graphic Arts student who wants to earn the Commercial and Graphic Arts A.S. degree and enter the advertising or printing industry upon graduation should take the following courses.

SOPHOMORE YEAR			
COURSE	TITLE		
ARH 1000	Art Appreciation		3
ARV 1202C	Typography		3
ARV 1221C	Production Graphics	3	
ARV 1234C	Graphic Arts II	3	
ARV 2222C	Graphic Arts III		3
ARV 2214C	Screen Printing	3	
POS 1001**	Introduction to Political Science	3	
	Electives	<u>3</u>	<u>4</u>
		15	13

*HES 2121 may be substituted.

**POS 2041 or AMH 2010 may be substituted.

Art

The Graphic Arts student who wants to earn the A.A. degree and continue his graphic arts technical and graphic arts management education at a university or institute of technology should change his major to GRAPHIC ARTS (A.A. 01-009) and take the following courses:

SOPHOMORE YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation		3
ARV 1221C	Production Graphics	3	
ARV 1234C	Graphic Arts II	3	
ARV 2222C	Graphic Arts III		3
MAN 2345	Human Relations in Business		3
	Literature		3
	Science	3	3
POS 1001*	Introduction to Political Science	3	
	Elective	1	
		13	15

*POS 2041 or AMH 2010 may be substituted for POS 1001.

The Advertising Design student who wants to earn the A.A. degree and continue his advertising design education at a university or art institute should change his major to ADVERTISING DESIGN (A.A. 01-002) and take the following courses:

SOPHOMORE YEAR

ARV 1202C	Typography		3
ART 2231C	Advertising Design II	3	
ART 2232C	Advertising Design III		3
ARH 2050	History of Art I	3	
ARH 2051	History of Art II		3
	Literature		3
	General Education Electives	3	
POS 1001*	Introduction to Political Science	3	
	Science	3	3
	Elective		1
		15	16

*POS 2041 or AMH 2010 may be substituted.





ARCHITECTURE (A.A. 01-003)

This program is designed for the student who wishes to enter a professional school of architecture at a university after two years at the junior college. During the winter term of his freshman year, the architecture student should contact the university of his choice for additional counseling.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		Fall	Winter
ART 1305C	Freehand Perspective Drawing	2	
ARC 1120C	Architectural Drawing		3
BSC 1010	Principles of Biology	3	
BSC 1010L	Principles of Biology Laboratory	1	
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
MAC 1104	College Algebra	3	
MAC 1144	Trigonometry & Analytic Geometry		3
	Physical Education	1	
SOC 1200	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science		3
	Elective		3
		16	15

SOPHOMORE YEAR

ARH 2050	History of Art I	3	
ARH 2051	History of Art II		3
	Literature	3	
HES 1000**	Perspectives on Healthful Living	2	
MAC 2411	Calculus I	4	
	Physical Education		1
PHY 2023C	General Physics I	3	
PHY 2048L	General Physics I Laboratory	1	
PHY 2024C	General Physics II		3
PHY 2049L	General Physics II Laboratory		1
	Electives		7
		16	15

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted

ART EDUCATION (A.A. 01.001)

This program is designed for the student who plans to major in Art Education at a university and become certified to teach art at the high school level.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ART 1201C	Design I	3	
ART 1300C	Drawing I	3	
ART 1301C	Drawing II		3
ART 1110C	Ceramics I		3
ART 1202C	Design II		3
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
MGF 1113	General Education Math I	3	
SOC 1200	Introduction to the Social Sciences	3	
	Physical Education	1	1
POS 1001*	Introduction to Political Science		3
		<hr/> 16	<hr/> 16

SOPHOMORE YEAR

ART 1230C	Advertising Design I		3
ART 1203C	Design III		3
or			
ART 2310C	Drawing IV		(3)
ART 2510C	Painting Composition I	3	
ART 2302C	Drawing III		3
ARH 2050	History of Art I	3	
ARH 2051	History of Art II		3
	Literature	3	
HES 1000**	Perspectives on Healthful Living	2	
	Science	3	3
	General Education Electives	4	
		<hr/> 18	<hr/> 15

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted.

ART HISTORY (A.A. 01-008)

This program is designed for the student who wishes to transfer to a university as an Art History major with a view toward teaching and performing scholarly research.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ART 1201C	Design I	3	
ART 1300C	Drawing I		3
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
FRE 1100	Elementary French I	3	
FRE 1101	Elementary French II		3
MGF 1113	General Education Math I	3	
	Physical Education	1	
SOC 1200	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science		3
	Elective		3
		<hr/> 16	<hr/> 16

SOPHOMORE YEAR

ART 2510	Painting Composition I		3
ARH 2050	History of Art I	3	
ARH 2051	History of Art II		3
LIT 2215	World Literature to 1600	3	
HES 1000**	Perspectives on Healthful Living	2	
VOH 1012	Ancient & Medieval Civilizations		3
REL 1210	The Old Testament	3	
REL 1243	The New Testament		3
	Science	3	3
	Elective	1	
		<hr/> 15	<hr/> 15

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted.

FINE ARTS (A.A. 01-006)

This program is designed to prepare students for advanced work at a university or art institute as painters, sculptors, or printmakers.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201C	Design I	3	
ART 1300C	Drawing I	3	
ART 1301C	Drawing II		3
ART 1202C	Design II		3
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
MGF 1113	General Education Math I	3	
	Physical Education	1	1
SOC 1200	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science		3
	Elective		3
		<hr/> 16	<hr/> 16

SOPHOMORE YEAR

ART 2510C	Painting Composition I	3	
ART 2302C	Drawing III	3	
ART 2520C	Painting Composition II		3
ART 1203C	Design III		3
or			
ART 2310C	Drawing IV	(3)	
ARH 2050	History of Art I	3	
ARH 2051	History of Art II		3
ENL 2015	English Literature to 1660	3	
HES 1000**	Perspectives on Healthful Living	2	
	Science	3	3
	General Education Elective		4
		<hr/> 17	<hr/> 16

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted.

Art**INTERIOR DESIGN (A.A. 01-005)**

This program is designed to prepare the potential Interior Designer for advanced work at a university leading to a bachelor's degree in Interior Design.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ART 1305C	Freehand Perspective Drawing	2	
ART 1201C	Design I	3	
ART 1300C	Drawing I		3
ART 1202C	Design II		3
IND 1012	Basic Interior Design.....		3
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II.....		3
MGF 1113	General Education Math I	3	
	Physical Education	1	1
SOC 1200	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science		3
	General Education Elective	2	
		<u>17</u>	<u>16</u>

SOPHOMORE YEAR

ART 1110C	Ceramics I	2	
ART 1100C	Arts and Crafts I.....		3
ART 2510C	Painting Composition I	3	
IND 2010	Practical Applications in Interior Design	3	
ARH 2050	History of Art I	3	
ARH 2051	History of Art II		3
	Literature		3
HES 1000**	Perspectives on Healthful Living		2
	Science.....	3	3
	General Education Elective	4	
		<u>18</u>	<u>14</u>

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted.

INTERIOR DESIGN—TECH (A.S. 01-012)

This program is designed to provide sufficient training in Interior Design that the graduate of the two-year program at the junior college will have the necessary skills to gain employment in the Interior Design field.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ART 1305C	Freehand Perspective Drawing	2	
ART 1201C	Design I	3	
ARV 1100C	Photography I		2
ARH 1000	Art Appreciation.....	3	
ART 1202C	Design II		3
ART 1300C	Drawing I		3
IND 1012	Basic Interior Design.....		3
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II.....		3
SOC 1200	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science		3
	Elective	1	
		<u>15</u>	<u>17</u>

SOPHOMORE YEAR

RT 1100C	Arts and Crafts I	3	
RT 1110C	Ceramics I	2	
RT 1203C	Design III		3
ID 1013	History of Furniture		3
ID 2010	Practical Application in Interior Design	3	
RT 2130	Fabric Design and Weaving	3	
ID 2011	Business Procedures for Interior Designers		3
AR 2101	Salesmanship		3
ES 1000*	Perspectives on Healthful Living	2	
	Physical Education	1	1
	Electives		3
		<hr/> 14	<hr/> 16

*POS 2041 or AMH 2010 may be substituted.

*HES 2121 may be substituted.

MEDICAL ILLUSTRATION (A.S. 01-007)

This program is designed to prepare potential medical illustrators for advanced work at a university or medical college.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
RT 1210C	Design I	3	
RT 1300C	Drawing I	3	
RT 1301C	Drawing II		3
RT 1202C	Design II		3
SC 1010	Principles of Biology	3	
SC 1010L	Principles of Biology Laboratory	1	
OO 1013	General Zoology		3
OO 1013L	General Zoology Laboratory		1
NC 1103	Freshman Communications I	3	
NC 1136	Freshman Communications II		3
ES 1000*	Perspectives on Healthful Living	2	
	Physical Education	1	1
OC 1200	Introduction to the Social Sciences		3
		<hr/> 16	<hr/> 17

SOPHOMORE YEAR

ARV 1100C	Photography I		2
ART 2510C	Painting Composition I	3	
ART 2520C	Painting Composition II		3
ART 2302C	Drawing III	3	
ARH 2050	History of Art I	3	
or			
ARH 2051	History of Art II	(3)	
APB 1190	Anatomy and Physiology I	2	
APB 1190L	Anatomy and Physiology I Laboratory	1	
APB 1191	Anatomy and Physiology II		2
APB 1191L	Anatomy and Physiology II Laboratory		1
ZOO 2713C	Comparative Vertebrate Anatomy I	3	
ZOO 2714C	Comparative Vertebrate Anatomy II		3
	Literature		3
MGF 1113	General Education Math I	3	
POS 1001**	Introduction to Political Science		3
		<hr/> 18	<hr/> 17

*HES 2121 may be substituted.

**POS 2041 or AMH 2010 may be substituted.

Art

PHOTOGRAPHY (A.A. 01-004)

This program is designed to provide students with necessary skills and knowledge to enter the photographic industry after two years of training, or continue their education at a university. Students may earn a nondegree technical certificate in photography by completing ARV 1100C, ARV 1101C, ARV 2105C, ARV 2214C, and ARV 1234C. Students who want an A.S. degree and do not plan to transfer to a university may substitute other courses for the Math, Literature and Science requirements.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ART 1201C	Design I		3
ART 1300C	Drawing I	3	
ARV 1100C	Photography I	2	
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
ARV 1101C	Photography II		3
MGF 1113	General Education Math I		3
	Physical Education	1	1
SOC 1200	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science		3
	General Education Electives	4	
		16	16

SOPHOMORE YEAR

HES 1000**	Perspectives on Healthful Living		2
ARV 1221C	Production Graphics	3	
ARV 2105C	Dye Transfer Photography		3
ARH 2050	History of Art I	3	
ARH 2051	History of Art II		3
ARV 2214C	Photo-screen Printing	3	
	Literature		3
ARV 1234C	Graphic Arts II	3	
	Science	3	3
	General Education Elective		4
		15	18

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted.

COURSE DESCRIPTIONS

All students majoring in Art should compile a portfolio which will contain examples of their best work from each art course. Determination of best works should be made while enrolled in a course and in consultation with the instructor. Students are usually required to submit portfolios of their work when seeking admission to a university or employment in a studio or agency.

Architecture

ARC 1120C ARCHITECTURAL DRAWING

(Prerequisite: ART 1305C) A beginning course in instrumental drawing with emphasis on development of techniques necessary to present clear and precise solutions to basic architectural problems. Orthographic projection, perspective and architectural shades and shadows are covered. 1-4-3* (offered Winter term)

Art History

ARH 1000 ART APPRECIATION

This course presents a broad view into important works of the visual arts from the past and present. The course is designed to provide the student with an intelligent insight into works of art and meet the needs of the General Education program in the Humanities. 3-0-3* (offered Fall & Winter terms)

ARH 1955 HISTORY AND APPRECIATION OF ART I (FOREIGN STUDY)

A survey of the galleries and historic sites of foreign countries. It will consist of a planned tour with a series of lectures before departure. Three hours credit. (offered Spring term)

ARH 1956 HISTORY AND APPRECIATION OF ART II (FOREIGN STUDY)

Same as ARH 1955 with the exception that students will be required to keep a photographic record of the work studied and a comprehensive notebook as prescribed by a course syllabus. Three hours credit. (offered Spring term)

ARH 2050 HISTORY OF ART I

Critical analysis of major works of art from prehistoric world to the Gothic cathedral. Encompassing painting, sculpture and architecture, the course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3* (offered Fall term)

ARH 2051 HISTORY OF ART II

Critical analysis of major works of art from the Renaissance through Modernity. Encompassing painting, sculpture and architectural works. The course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3* (offered Winter term)

Art

ART 1100C ARTS AND CRAFTS I

A survey of the field of Arts and Crafts as it pertains to recreational leadership, mental health programs, occupational therapy, and education students. Students will learn the use of power and hand tools and will create projects in clay, wood, paper, fibers, and metal. 2-2-3* (offered Fall & Winter terms)

ART 1101C ARTS AND CRAFTS II

The purpose of this course is to give students in-depth training in a limited number of materials and techniques for crafts, according to the students' individual needs. 2-2-3* (offered Winter term)

ART 1110C CERAMICS I

This course introduces the basic methods of ceramic production in hand building and wheel throwing. Techniques of glazing will be introduced. 1-3-2* (offered Fall and Winter terms)

ART 1111C CERAMICS II

(Prerequisite: ART 1110C) A continuation of the ceramics unit introduced in ART 1110C. Kiln stacking and firing are required and glaze formulation is continued on an individual basis. 1-3-2* (offered Winter term)

ART 1155C ENAMELING AND JEWELRY

This course presents to the beginning craftsman the most practical and contemporary methods of making hand-made jewelry. The historical approaches to designing will be presented as well as technical skills in handling metal and gem stones. (Basic techniques covered will include soldering, annealing, pickling, filing, drilling, bezeling, polishing and buffing, inlay, enameling and casting.) 1-3-2* (offered Winter term)

Art

ART 1201C DESIGN I

The visual principles and elements are explored, primarily in two dimensional relationships. This is a basic course in design where the student develops a familiarity with the elements and principles of design and a technical skill in handling the tools of art. 1-4-3* (offered Fall & Winter terms)

ART 1202C DESIGN II

(Prerequisite: ART 1201C) Further exploration of the visual principles and elements with emphasis on color theory and on the use of color in design. Light will be considered. 1-4-3* (offered Fall & Winter terms)

ART 1203C DESIGN III

(Prerequisite: ART 1201C) Further exploration of the visual principles and elements with emphasis on the third dimension. A wide variety of appropriate materials will be used. 1-4-3* (offered Winter term)

ART 1230C ADVERTISING DESIGN I

(Prerequisite: ART 1201C) Lettering and layout form the basis for study of visual relationships. Knowledge of tools and procedures is stressed. This course fulfills the requirement for teachers accreditation in lettering. 1-4-3* (offered Fall term)

ART 1300C DRAWING I

A basic course in drawing with emphasis on composition and two-dimensional illusion of space and form. Still life is the primary subject matter and students work in various media. 1-4-3* (offered Fall & Winter terms)

ART 1301C DRAWING II

(Prerequisite: ART 1300C) A continuation of ART 1300C, using the figure as subject matter. 1-4-3* (offered Fall & Winter terms)

ART 1305C FREEHAND PERSPECTIVE DRAWING

This course emphasizes the development of skills necessary for effective freehand, visual communication in the fields of architecture, interior design, drafting, and related engineering areas. Perspective, scale, proportion, shades and shadows, interior and exterior rendering, and geometric forms related to mechanical design concepts will be covered. 1-3-2* (offered Fall term)

ART 2130C FABRIC DESIGN AND WEAVING

A course in designing and producing fabrics and wall coverings in wood-blocks, batik offset and screenprinting. Students will produce designs for fabrics and rugs from hand looms. A survey of the history of fabrics and fibers is included in the course. 1-4-3* (offered Fall term)

ART 2231C ADVERTISING DESIGN II

(Prerequisite: ART 1230C) Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 1-4-3* (offered Winter term)

ART 2232C ADVERTISING DESIGN III

(Prerequisite: ART 2231C) Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals and the student's production becomes the basis for his portfolio. 1-4-3* (offered Winter term)

ART 2302C DRAWING III

(Prerequisite: ART 1301C) An intermediate drawing course with emphasis on the student's creative expression and development of personal concepts. 1-4-3* (offered Fall & Winter terms)

ART 2310C DRAWING IV

(Co- or prerequisite: ART 2302C) An intermediate drawing course with emphasis on drawing for printmaking. Etching and other printmaking processes are used. 1-4-3* (offered Winter term)

*Lecture-Lab-Credit Hours

ART 2510C PAINTING COMPOSITION I

(Prerequisite: ART 1201C and ART 1300C) This course explores the fundamental techniques of painting in water color, acrylic and/or oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 2-2-3* (offered Fall & Winter terms)

ART 2520C PAINTING COMPOSITION II

(Prerequisite: ART 2510C) This is a continuation of ART 2510C. The major concern is the exploration of composition as a solution of individual problems of expression through the study of styles in the past and present. Oil and/or acrylic and water color are the major media. 2-2-3* (offered Winter term)

Arts, Vocational**ARV 1100C PHOTOGRAPHY I**

A basic course including the study of light lenses, types of cameras, photographic materials and darkroom procedures and the application of theory and technique to the making of photographs. Students will be required to furnish a camera, photographic film, and paper. 1-3-2* (offered Fall & Winter terms)

ARV 1101C PHOTOGRAPHY II

(Prerequisite: ARV 1100C or permission of instructor) A continuation of ARV 1100C, this course will emphasize portrait, product, and experimental photography while continuing the photography major's personal approach to his work. 1-4-3* (offered Winter term)

ARV 1200C GRAPHIC ARTS I

An introduction to the printing processes: letterpress, offset, gravure, screen printing, xerography, and duplicating techniques. Students will study the historical aspects of the development of printing and learn the limitations of the processes and types of work most appropriate for each reproduction process. Laboratory exercises include line camerawork on the graphic arts process camera, basic stripping and contact printing techniques. 2-2-3* (offered Winter term)

ARV 1202C TYPOGRAPHY

This course covers the historical development of printing types, mechanization of typesetting, phototypesetting, computerized typesetting, and photo lettering devices. Copyfitting, type classification and recognition are included. 1-4-3* (offered Winter term)

ARV 1221C PRODUCTION GRAPHICS

(Prerequisite: permission of instructor) This is a graphic arts course in which students gain professional knowledge and skills through the actual production of a printed publication or other printed matter. Students will be involved with the full spectrum of publication production graphics. Editorial management, design and layout, copy writing, photography, and technical graphic arts will be included, with concentration on the student's area of specialty. 1-4-3* (offered Fall & Winter terms)

ARV 1234C GRAPHIC ARTS II

(Prerequisite: ARV 1200C or permission of instructor) This course covers process camera procedures used with continuous tone copy and the resultant halftone negative. Laboratory exercises include the preparation of negatives and positives for plate making. 1-4-3* (offered Fall term)

ARV 1264C GRAPHIC ARTS INDUSTRIES

An introductory course designed for the student who is considering a career in the graphic arts industry. Students will go on field trips to printing, publishing, and other graphic arts firms and will receive an orientation to graphic arts materials and processes by use of laboratory demonstrations. There will be a study of developments in technology, management, and scientific applications and their effects on the industry. 1-4-3* (offered Fall term)

Art

ARV 2105C DYE-TRANSFER PHOTOGRAPHY

(Prerequisite: ARV 1100C) An introductory course in the making of photographic color prints by transferring dyes from matrices to mordant coated paper. Students learn darkroom techniques of color filtering, density control and color balance. There will be a study of dye transfer as it relates to commercial photography and photography as a fine art. 1-4-3* (offered Winter term)

ARV 2214C SCREEN PRINTING

An introductory course in the study of the theory and practice of screen printing. Students will gain skills in stencil cutting, frame construction, and photographic techniques in screen printing. There will be a study of some of the economic and commercial aspects of screen printing and also its place in the fine arts. 1-4-3* (offered Fall term).

ARV 2217C INK AND COLOR

An introductory course in the mixing and color matching of printing inks. Students will gain skills in manipulating inks to suit paper and press and learn basic requirements of ink for other particular applications. There will be a study of paper manufacturing, the selection of papers according to usage, and cost estimating. 1-4-3* (offered Winter term)

ARV 2222C GRAPHIC ARTS III

Prerequisite ARV 1200C and ARV 1234C or permission of instructor) This course gives advanced training according to the individual educational needs and capabilities of each student. Personal growth and skill development in advertising design, typography, copy preparation, process camera work and stripping. 1-4-3* (offered Winter term)

Interior Design

IND 1012 BASIC INTERIOR DESIGN

A comprehensive survey course where the elements of art are studied as they apply to interiors. Client-designer relationships, interiors relating to the architecture and the surrounding community, knowledge of the fibers and fabric construction, study of period furniture and eclectic combinations are all part of the course. The student will render two and three dimensional projects. 3-0-3* (offered Fall & Winter terms)

IND 1013 HISTORY OF PERIOD FURNITURE

A course designed to provide knowledge of the development of furniture throughout history. It will enhance the ability to recognize and use eclectic combinations in the homes of today. This will include the study of fabrics, accessories and architectural details. Each student will assemble a comprehensive notebook combining renderings and photographs. 3-0-3* (offered Winter term)

IND 2010 PRACTICAL APPLICATIONS IN INTERIOR DESIGN

The purpose of this course is to develop in the student the ability to plan interiors functionally, from a blueprint to the final assembly of all furnishings. Included will be a study of the relationships between measuring and handling materials, and purchasing and cost estimation. This course gives advanced training to students in the field or planning an immediate entry into the profession. 3-0-3* (offered Fall term)

IND 2011 BUSINESS PROCEDURES FOR INTERIOR DESIGNERS

This covers business processes such as contracts, pricing, profits and invoicing as they relate to the interior design profession. The course will include a study of ethical practices in designer-client relationships, and students will visit interior design studios in the area. 3-0-3* (offered Winter term)

Business

FACULTY: N. Smith (Chairperson), Batson, Beedy, Davis, Franklin, Ledbetter, Lynn, McAliley, Peterson, S. Smith, Steckler

HOME ECONOMICS: Hall, Prentice

HOTEL-FOOD SERVICE MANAGEMENT: Ambrosio, Rive

RETAILING, SALES AND MARKETING: Haretos, Widdows

MAJORS: Accounting, Banking, Business Administration (Univ. Parallel), Business Teacher, Clerical Practice, Clothing and Textiles, Dietetics, Economics, Executive Secretary, Fashion, Food Service Management, General Business (Tech), General Home Economics, Home Economics Teacher, Hotel-Food Service, Hotel-Motel Management, Insurance, International Trade, Legal Secretary, Management, Medical Secretary, Purchasing Management, Real Estate, Retailing (Management and Merchandising), Retail Sales-Clerical (one year), Sales and Marketing, Stenographic (one year).

COURSE PREFIXES: ACC, BAN, BUL, COA, CTE, DIE, ECO, FIN, FSS, HFT, HUN, MAN, MAR, MKA, MTB, REE, RMI, SES.

PROGRAMS: All Students planning to complete a four-year Baccalaureate Degree in some business specialty should follow the Business Administration (A.A.) curriculum. Electives in this curriculum may be selected in the student's specialty as approved by the student's counselor.

BUSINESS ADMINISTRATION (A.A. 03-052)

This curriculum is to be followed by the student who plans to work for the baccalaureate degree in Accounting, Business Administration, Economics, Management, Real Estate, Insurance, International Trade, Retailing, Hotel-Food Service, and Sales and Marketing.

GENERAL EDUCATION AND GRADUATION REQUIREMENTS

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II	3	
MAC 1104	College Algebra	3	
	Science	6	
SOC 1200	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science	3	
MAN 1700	Introduction to Business	3	
ACC 1001	Principles of Accounting I	3	
ACC 1021	Principles of Accounting II	3	
ECO 2013	Principles of Economics I	3	
ECO 2023**	Principles of Economics II	3	
COC 1300	Basic Computer Theory	3	
	Literature	3	
STA 2014	Statistics	3	
SPC 1600	Fundamentals of Speech	3	
	Physical Education	2	
ARH 1000	Art Appreciation	3	
or			
MUL 1011	Music Appreciation	(3)	
HES 1000***	Perspectives on Healthful Living	2	
	General Education Electives	7	
		<hr/>	
		62	

ELECTIVES

Business Electives should be selected only after you have examined the catalog of the upper division college you plan to attend and have had these approved by your academic advisor.

*POS 2041 or AMH 2010 may be substituted.

**ECO 2013-ECO 2023 considered Social Science for General Education purposes.

***HES 2121 may be substituted.

BANKING (A.S. 03-075)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ACC 1001	Principles of Accounting I	3	
ACC 1021	Principles of Accounting II	3	
BAN 1303	Savings and Time Deposits	3	
BAN 1240	Installment Credit	3	
BUL 1658	Law and Banking	3	
FIN 1230	Money and Banking	3	
BAN 1110	Principles of Bank Operations	3	
ECO 2000	Introduction to Economics	3	
ENC 1103	Freshman Communications I	3	
SOC 1200	Introduction to the Social Sciences	3	
		<u>30</u>	

SOPHOMORE YEAR

BAN 2200	Credit Administration	3	
BAN 2230	Bank Investments	3	
MAN 2342	Supervision & Personnel Administration	3	
HES 1000*	Perspectives on Healthful Living	2	
POS 2041	American National Government	3	
SPC 1600	Fundamentals of Speech	3	
**Electives		<u>15</u>	
		<u>32</u>	

*HES 2121 may be substituted.

**Approved electives: MAN 1701, BAN 2720, BAN 2150, BAN 2400, BAN 2120, SPC 1601, PSY 2012, ENC 1136.

As requirements are met as specified in the AIB catalog, certificates may be awarded to members of the American Institute of Banking. A "C" average is required for any Institute Certificate and graduation.



BUSINESS EDUCATION TEACHER (A.A. 03-056)

This curriculum is the planned sequence for the sophomore and freshman years for those students going on to the university to complete the requirements for the baccalaureate degree in business education.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ACC 1001	Principles of Accounting I	3	
ACC 1021	Principles of Accounting II	3	
SES 1321C	Office Machines	2	
SES 1210C	Beginning Shorthand	3	
SES 1211	Dictation & Transcription	3	
SES 1100	Beginning Typewriting	2	
SES 1110C*	Intermediate Typewriting	2	
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II	3	
HES 1000**	Perspectives on Healthful Living	2	
	Physical Education	2	
SES 1330	Business English	3	
		<u>31</u>	

SOPHOMORE YEAR

ARH 1000	Art Appreciation	3	
or			
MUL 1011	Music Appreciation	(3)	
BUL 2111	Business Law	3	
SES 2335	Business Communications	3	
	Literature	3	
MGF 1113	General Education Math I	3	
	Science	6	
POS 1001***	Introduction to Political Science	3	
SOC 1200	Introduction to the Social Sciences	3	
	Electives	4	
		<u>31</u>	

*Students who qualify to go into SES 1211 and SES 1110 may substitute electives approved by the Business Counselor.

**HES 2121 may be substituted.

***POS 2041 or AMH 2010 may be substituted.

CLERICAL PRACTICE (A.S. 03-066)

The purpose of this curriculum is to prepare the student for employment as clerk-typist.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
MAN 1700	Introduction to Business	3	
MTB 1103	Business Mathematics	3	
SES 1100*	Beginning Typewriting	2	
SES 1110C	Intermediate Typewriting	2	
ENC 1103	Freshman Communications I	3	
SES 1330	Business English	3	
	Physical Education	2	
SOC 1200	Introduction to the Social Sciences	3	
POS 1001**	Introduction to Political Science	3	
	Electives	8	
		<u>32</u>	

Business

SOPHOMORE YEAR

ACC 1001	Principles of Accounting I	3
SES 1321C	Office Machines	2
SES 1401	Clerical Office Practice	3
SES 2120C	Advanced Typewriting	2
SES 2335	Business Communications	3
HES 1000***	Perspectives on Healthful Living	2
	Electives	15
		<u>30</u>

*If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from SES 1100.

**POS 2041 or AMH 2010 may be substituted.

***HES 2121 may be substituted.

EXECUTIVE SECRETARY (EXECUTIVE, LEGAL, OR MEDICAL) (A.S. 03-058)

The student is trained to do top-level secretarial work. Speed goals are set for 120 words a minute in dictation, 65 words a minute in typewriting, and 40 words a minute in transcribing. The complete program has as its goal an informed, knowledgeable and skilled secretary.

FRESHMAN YEAR—FIRST SEMESTER

COURSE	TITLE	SEMESTER HOURS CREDIT
SES 1321C	Office Machines	2
SES 1210C	Beginning Shorthand	3
or		
SES 1211*	Dictation and Transcription	(3)
SES 1100	Beginning Typewriting	2
or		
SES 1110C*	Intermediate Typewriting	(2)
ENC 1103	Freshman Communications I	3
HES 1000**	Perspectives on Healthful Living	2
	Physical Education	1
SOC 1200	Introduction to the Social Sciences	3
		<u>16</u>

FRESHMAN YEAR—SECOND SEMESTER

MTB 1103	Business Mathematics	3
SES 1401	Clerical Office Practice	3
SES 1211	Dictation & Transcription	3
or		
SES 2212***	Advanced Shorthand	(3)
SES 1110C	Intermediate Typewriting	2
or		
SES 2120C	Advanced Typewriting	(2)
SES 1330	Business English	3
	Physical Education	1
		<u>15</u>

*Students who qualify for SES 1211 or SES 1110C may substitute an elective approved by Business Counselor.

**HES 2121 may be substituted.

***Legal and medical secretaries substitute SES 2248C for SES 2212.

SOPHOMORE YEAR—FIRST SEMESTER

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ACC 1001	Principles of Accounting I	3	
BUL 2111	Business Law I	3	
SES 1402	Secretarial Office Procedures	3	
SES 2335	Business Communications	3	
POS 1001*	Introduction to Political Science	3	
		<u>15</u>	

SOPHOMORE YEAR—SECOND SEMESTER

ECO 2000	Introduction to Economics	3	
SES 2248C or SES 2212	Special Dictation and Transcription	3	
SPC 1600	Advanced Shorthand	(3)	
	Fundamentals of Speech	3	
	Electives	<u>7</u>	
		16	

POS 2041 or AMH 2010 may be substituted.

HOME ECONOMICS (A.A. 03-501)

This suggested curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional position in child development dietetics, home and family life, teaching, foods, nutrition, clothing textiles, fashion merchandising, fashion design, and in other related areas.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II	3	
HUN 1201	Elements of Nutrition	3	
FSS 1210C	Food for the Family	3	
CTE 1310C	Elements of Clothing Construction	3	
MGF 1113	General Education Math I	3	
	Physical Education	2	
SOC 1200	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science	3	
	Science	<u>6</u>	
		32	

SOPHOMORE YEAR

ARH 1000	Art Appreciation	3	
	Literature	3	
CTE 2340C	Clothing Construction	3	
CTE 2200	Costume Selection	3	
HES 1000**	Perspectives on Healthful Living	2	
PSY 2012	General Psychology	3	
SPC 1600	Fundamentals of Speech	3	
	Electives	<u>10</u>	
		30	

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted.

Business

FASHION (A.S. 03-073)

This curriculum is for students who will, after two years, enter careers in fashion design, custom dressmaking, fabrics and fashion promotion, clothing management specialist.

FRESHMAN YEAR		SEMESTER	
COURSE	TITLE	HOURS	CREDIT
		Fall	Winter
ARH 1000	Art Appreciation	3	
CTE 1310C	Elements of Clothing Construction	3	
CTE 1743	Creative Pattern Making I	3	
CTE 1744	Creative Pattern Making II		3
CTE 2200	Costume Selection	3	
CTE 2514	Fashion History		3
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
SOC 1200	Introduction to the Social Sciences		3
CTE 2340	Advanced Clothing Construction		3
		15	15

SOPHOMORE YEAR			
ART 1201C	Design I	3	
ART 1202C*	Design II		3
ART 1300C	Drawing I	3	
ART 1301C*	Drawing II		3
CTE 1705	Fashion Theory	3	
CTE 1731	Trade Sketching		3
CTE 2745	Fashion Design—Draping	3	
CTE 2748	Applied Fashion Design		3
HES 1000***	Perspectives on Healthful Living		2
MKA 1411	Textiles	3	
POS 1001**	Introduction to Political Science		3
		15	17

*ACC 1001, MAN 2770, MKA 1402 may be substituted according to special interest.

**POS 2041 or AMH 2010 may be substituted.

***HES 2121 may be substituted.

FOOD SERVICE MANAGEMENT AND DIETARY TECHNOLOGY (A.S. 03-068)

A four-semester program to provide instruction in all areas of food service with special emphasis on hospital and nursing home food service. Employment opportunities are excellent, since Palm Beach County's population is expanding rapidly.

FRESHMAN YEAR		SEMESTER	
COURSE	TITLE	HOURS	CREDIT
ACC 1001	Principles of Accounting I		3
ENC 1103	Freshman Communications I		3
ENC 1136	Freshman Communications II		3
or			
ENC 1313	Technical Writing	(3)	
HUN 1201	Elements of Nutrition		3
HES 1000*	Perspectives on Healthful Living		2
FSS 1300	Introduction to Food Service Management		3
FSS 2221	Quantity Food Composition & Preparation		3
HFT 2220	Personnel Management		3
	Physical Education		2
PSY 2012	General Psychology		3
SPC 1600	Fundamentals of Speech		3
			31

SOPHOMORE YEAR

ARH 1000	Art Appreciation.....	3
or		
MUL 1011	Music Appreciation..... (3)	
HES 1400	First Aid & Personal Safety.....	1
IFT 1941	Hotel-Motel Food Service Practicum I.....	4
IFT 2941	Hotel-Motel Food Service Practicum II.....	4
SS 2100	Purchasing Management.....	3
AS 2251	Quantity Food Service.....	3
SS 2500	Food and Beverage Control.....	2
SS 2401	Hotel-Motel Property Management.....	3
SOC 1200	Introduction to the Social Sciences.....	3
POS 1001**	Introduction to Political Science.....	3
	Electives.....	3
		<u>32</u>

*HES 2121 may be substituted.

*POS 2041 or AMH 2010 may be substituted.

GENERAL BUSINESS (A.S. 03-057)

This is a two-year program for the student who wants two years of preparation for business with a minimum of general education, and the opportunity to explore the fields of vocational interest.

COURSE	TITLE	SEMESTER HOURS
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II.....	3
or		
ENC 1313	Technical Writing..... (3)	
HES 1000*	Perspectives on Healthful Living.....	2
	Physical Education.....	2
SOC 1200	Introduction to the Social Sciences.....	3
POS 1001**	Introduction to Political Science.....	3
	Business Electives.....	<u>46</u>
		62

NOTE: Electives may be selected from the broad field of Business and Data Processing Department offerings to meet the needs and interests of the student with the approval of the Business Counselor.

*HES 2121 may be substituted.

*POS 2041 or AMH 2010 may be substituted.



GENERAL HOME ECONOMICS (A.S. 03-072)

These are the recommended courses for those students seeking an Associate in Science Degree and terminating their college work upon graduating with this degree at Palm Beach Junior College.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CRED
ENC 1103	Freshman Communications I	3
ENC 1136	Freshman Communications II	3
HUN 1201	Elements of Nutrition	3
FSS 1210	Food for the Family	3
CTE 1310	Elements of Clothing Construction	3
CTE 1743	Creative Pattern Making I	3
CTE 2340	Clothing Construction	3
SOC 1200	Introduction to the Social Sciences	3
POS 1001*	Introduction to Political Science	3
	Electives**	4
		<u>31</u>

SOPHOMORE YEAR

CTE 1744	Creative Pattern Making II	3
COA 1100	Consumer Education	3
CTE 2200	Costume Selection	3
HES 1000***	Perspectives on Healthful Living	2
	Physical Education	2
PSY 2012	General Psychology	3
MKA 1411	Textiles	3
SPC 1600	Fundamentals of Speech	3
	Electives**	9
		<u>31</u>

*POS 2041 or AMH 2010 may be substituted.

** Recommended electives depending on individual student's goals: MAN 1700, IND 2010, IND 2011, ACC 1001, SES 1100, MKA 1312L, EGC 2120, MAF 2200, FSS 1112.

***HES 2121 may be substituted.

HOTEL MANAGEMENT (A.S. 03-060)

The Hotel Management curriculum is a midmanagement program. The curriculum provides both a theoretical and a practical approach. Laboratory experience and training in hotels, motels, restaurants, and clubs is provided through part-time employment in local establishments. This curriculum prepares the student for employment in the food-lodging industry.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ACC 1001	Principles of Accounting I	3
ENC 1103	Freshman Communications I	3
ENC 1136	Freshman Communications II.....	3
or		
ENC 1313	Technical Writing..... (3)	
HES 1000*	Perspectives on Healthful Living	2
HFT 1000	Introduction to Hotel-Restaurant Management	3
HFT 2300	Hotel-Motel Housekeeping Management	3
HFT 2220	Personnel Management.....	3
	Physical Education	2
PSY 2012	General Psychology.....	3
SPC 1600	Fundamentals of Speech	3
	Electives**	3
		<u>31</u>

SOPHOMORE YEAR

HFT 1941	Hotel-Motel-Restaurant Practicum I.....	4
HFT 1941	Hotel-Motel-Restaurant Practicum II	4
HFT 2410	H-M Front Office Adm. & Procedures	3
HFT 2600	Legal Aspects of Hotel Administration.....	3
FSS 2100	Purchasing Management.....	3
FSS 2500	Food & Beverage Control.....	2
FSS 2401	Hotel-Motel Property Management.....	3
HFT 2510	Sales Promotion and Advertising in Hotels & Food Service	3
SOC 1200	Introduction to the Social Sciences	3
POS 1001***	Introduction to Political Science	3
		<u>31</u>

*HES 2121 may be substituted.

**Electives must be FSS 1300, HFT 2410, FSS 2221L, FSS 2251.

***POS 2041 or AMH 2010 may be substituted.

FASHION MERCHANDISING—SALES AND MARKETING (A.S. 03-055)

These curricula are midmanagement programs. The curricula have been planned to combine classroom instruction with realistic, supervised, on-the-job training and experience. These specialized programs are designed to prepare young men and women for challenging opportunities in rewarding marketing careers.

FRESHMAN YEAR—FIRST SEMESTER

COURSE	TITLE	SEMESTER HOURS CREDIT
MAR 2101	Salesmanship	3
ENC 1103	Freshman Communications I	3
	Physical Education	1
MAR 1151	Introduction to Retailing.....	3
MKA 1302L	Retailing Practicum I.....	3
MKA 1401	Fashion Merchandising	2
		<u>15</u>

Business

FRESHMAN YEAR—SECOND SEMESTER

MAR 2011	Marketing	3
	Physical Education	1
MKA 1411*	Textiles	3
MKA 1312L	Retailing Practicum II	3
MKA 1161*	Product Merchandising	2
MAR 1311	Advertising	3
		<u>15</u>

SOPHOMORE YEAR—FIRST SEMESTER

BUL 2111	Business Law	3
MTB 1103*	Business Mathematics	3
MKA 1322L	Retailing Practicum III	3
SPC 1600	Fundamentals of Speech	3
SOC 1200	Introduction to the Social Sciences	3
		<u>15</u>

SOPHOMORE YEAR—SECOND SEMESTER

ACC 1001	Principles of Accounting I	3
ECO 2000	Introduction to Economics	3
MAN 2770	Small Business Management	3
HES 1000**	Perspectives on Healthful Living	2
MKA 1332L	Retailing Practicum IV	3
POS 1001***	Introduction to Political Science	3
		<u>17</u>

*Sales and Marketing optional courses: MAN 1700, MGF 1113, and 7 hours of Business Electives.

**HES 2121 may be substituted.

***POS 2041 or AMH 2010 may be substituted.

RETAIL SALES—CLERICAL (One Year) Certificate Program (CT 03-061)

TERM I

COURSE	TITLE	HOURS	CREDIT
SES 1321	Office Machines	2	
SES 1100	Beginning Typewriting	2	
ENC 1103	Freshman Communications I	3	
MAR 1151	Introduction to Retailing	3	
MAR 1311	Advertising and Sales Promotion	3	
MKA 1402	Fashion Merchandising	2	
		<u>15</u>	

TERM II

MTB 1103	Business Mathematics	3
MAR 2101	Principles of Salesmanship	3
SES 1341	Clerical Office Practice	3
MKA 1312L	Retail Practicum II	3
MKA 1161	Product Merchandising	2
SPC 1600	Fundamentals of Speech	3
		<u>17</u>

*If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from SES 1100.

ENOGRAPHIC (One Year Certificate Program) (CT-03-059)

program that prepares the student to do stenographic or clerical work at the junior level, with a minimum speed of 40 words a minute in typewriting, 80 words a minute in shorthand, and 25 words a minute transcription speed.

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
MB 1103	Business Mathematics	3	
BL 2111	Business Law	3	
MS 1321C	Office Machines	2	
MS 1401	Clerical Office Practice	3	
MS 1210C	Shorthand	3	
MS 1211*	Dictation and Transcription	3	
MS 1100	Beginning Typewriting	2	
MS 1110C*	Intermediate Typewriting	2	
MS 1330	Business English	3	
MS 2335	Business Communications	3	
MS 1600	Fundamentals of Speech	3	
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		30	

Students who are qualified to go into MS 1211 or MS 1110C, may substitute PHI 1100, SY 2012, CTE 2200 or elective approved by Business Counselor.

COURSE DESCRIPTIONS**Accounting****ACC 1001 PRINCIPLES OF ACCOUNTING I**

This is a basic study of accounting and business practice. It includes the study of business papers and recording procedure, the use of journals, controlling accounts, and general subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, the form and preparation of financial statements, and provides an introduction of valuation accounts. A single proprietorship set of books is kept as part of the course. 3-0-3* (offered Fall & Winter terms)

ACC 1021 PRINCIPLES OF ACCOUNTING II

(Prerequisite: ACC 1001 or equivalent) This is a continuation of ACC 1001. It is a study of accounting procedures as applied to the partnerships and the corporation. Topics considered include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. 3-0-3* (offered Fall and Winter terms)

ACC 2409 COST ACCOUNTING

(Prerequisite: ACC 1021) This course is a study of the most common cost systems with emphasis on cost for materials, labor, overhead, standard costs, and cost relationships. 3-0-3* (offered upon demand)

Banking

(Prerequisite for all Banking Courses: BAN 1110)

BAN 1110 PRINCIPLES OF BANK OPERATIONS

The economic importance of banks, receiving function, processing of cash items, bookkeeping operations, posting systems, paying teller operations, collection services, legal relationships with depositors, characteristics of negotiable instruments, the savings and time deposit function, management bank funds, loans and investments, general bank accounting, account analysis, internal controls, international functional services, trust services, safe deposit services, other services, growth of the American banking system, the Federal Reserve System, government supervision, banking and public service. 3-0-3* (offered Fall and Winter terms)

BAN 1121 BANK CARDS

This course presents an overview of the bank card industry with the dual objectives of helping the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions is emphasized. Topics covered are the types of credit cards in use and their functions and histories; the cardholder's profile, attitudes, and behavior; and credit-card operations—marketing authorization, customer service, cost analysis and control, collection policies and procedures, and security and fraud. The course also discusses the evolution of credit cards into Electronic Funds Transfer, legal developments affecting credit cards, and the regulatory environment in which banks operate their card business. 3-0-3* (offered upon demand)

BAN 1240 INSTALLMENT CREDIT

(Prerequisite: BUL 1100 and BAN 1110) Evolution of installment credit, installment credit in commercial banks, qualifications of a good installment credit risk, technique of loan interview and the development of credit information, investigation and the credit decision, installment sale financing, inventory financing (flooring), rate structure and cost analysis, servicing installment credit, collection procedures, business installment credit, special loan programs, advertising and business development, installment credit and your bank. 3-0-3* (offered upon demand)

BAN 1303 SAVINGS AND TIME DEPOSIT BANKING

The role of savings in the economy, forms of financing savings, interests and saving deposit-type savings institutions, types of savings and other time accounts, calculation of interest payments, economic and legal basis of asset management, asset management policies, operations and control, supervision of financial institutions, examinations and provisions of liquidity, marketing savings and time deposits, current problems and issues. 3-0-3* (offered upon demand)

BAN 1800 NEGOTIABLE INSTRUMENTS AND THE PAYMENTS MECHANISM

The objective of this course is to explore the relevant legal implications of normal activities and transactions in bank operations. The treatment is in general terms. It is designed to add knowledge of legal principles and reasoning to the student's understanding and vocational skill and to influence attitudes of bank personnel by providing information about the impact of the law and applicable bank regulations rather than the resolution of legal issues or problems. The aim is to improve understanding of how the law operates within the framework of federal and state banking statutes, court decisions, and administrative regulations. Terminology is designed to avoid misconceptions and legal pitfalls. The course opens with an introduction to the Uniform Commercial Code and the legal framework of the U.S. commercial banking system. Commercial paper from inception through issuance (transfer, negotiation, final payment, and the rights and duties of the parties involved) and checks (kinds, types, environmental characteristics, specific treatment of MICR checks and data processing problems, and the evolving paperless electronic payments mechanism) are covered in detail. Many of the legal situations that occur in the deposit, collection, dishonor and return, payment of checks and other cash items, and the relationship of the various parties in bank collection channels are explored, as are potential legal relationships between a bank and its depositor and some of the legal aspects of other bank service operations. 3-0-3* (offered upon demand)

BAN 2010 FEDERAL RESERVE SYSTEMS

A study of the history of the Federal Reserve System tracing its original and the various stages of its historical development. A review of the current era particularly recent international monetary affairs in which the Federal Reserve System has played a role, the International Monetary Fund, more recent economic developments and a study of the goals of American monetary policy. 3-0-3* (offered upon demand)

AN 2120 FUNDAMENTALS OF BANK DATA PROCESSING

Brief history of banking automation, unit record processing, computer concepts and hardware, magnetic ink character recognition program (MICR), account numbering systems, preparation for automation (installation and conversion), cooperative data processing—services for bank and business customers, auditing automated systems, problems and pitfalls, systems design, programming basic, a bank application (installment credit system), other bank systems, bank information systems. 3-0-3* (offered upon demand)

AN 2150 MARKETING FOR BANKERS

Functional structure of bank public relations and marketing, staff selection, training, and performance; internal communication, physical facilities and equipment, marketing and opinion research, policy determination and planning for public relations and marketing, publicity, advertising, marketing and selling, staff selling, the officer call program, community relations, school relations, government relations, relations with banking competitors and other financial institutions, stockholder relations, blueprint for a winning bank. 3-0-3* (offered upon demand)

AN 2200 CREDIT ADMINISTRATION

Discussion of policy, the bank credit department, sources of credit information, analyzing financial statements, credit correspondence, the credit folder and other credit records, unsecured loans to customers, secured loans to customers, loans to small business, installment loans, term loans, interbank loans, real estate loans, influence of the Federal Reserve System, investing surplus funds of the commercial bank, dealing with embarrassed concerns, opportunities and responsibilities of the bank lending officer. 3-0-3* (offered upon demand)

AN 2201 MANAGEMENT OF COMMERCIAL BANK FUNDS

This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Planned to be useful to as many different bankers as possible, it covers a broad range of bank situations and sizes. It opens with a discussion of the overall banking environment, then zeroes in on individual bank environment and discusses various facets of bank operations and their relationships with the funds management functions. The text used for the course was co-authored by a prominent banker and a finance professor. In their view, none of the commercial banking functions can achieve maximum potential profit for the bank unless the funds management function is efficiently planned and executed. Considerable emphasis is placed on the proper organizational format to achieve this potential. 3-0-3* (offered upon demand)

AN 2210 ANALYZING FINANCIAL STATEMENTS

Basic considerations in statement analysis, details of financial statements (the balance sheet, profit and loss statement, reconciliation of net worth), basic ratios, analysis by internal comparison, working capital changes-peak debt position, analysis by external comparison, analysis of receivables, analysis of inventories, balance sheet analysis, profit and loss analysis, interim trial balances, consolidated statements, budgets and projection. 3-0-3* (offered upon demand)

AN 2230 BANK INVESTMENTS

The economic background of investments, federal government securities, federal agency securities, municipal securities, general obligation bonds, revenue bonds, market for Treasury and municipal securities, general nature of bank liquidity, primary reserves, secondary reserves, security prices, yield curves and their uses, safety considerations, tax and related considerations, investment policies. 3-0-3* (offered upon demand)

AN 2400 TRUST FUNCTIONS AND SERVICES

Property and property rights, wills, settlement of estates, responsibilities of executors and administrators, personal trusts, insurance trusts, administration of personal trusts, general responsibilities of trustees, general responsibilities of

Business

investment procedures of trustees, essential features of personal trust instruments, guardianships, personal agencies, responsibilities of personal agents, corporate trusts, administration of corporate trusts, corporate agencies, employee trusts, community trusts, institutional trusts, and agencies; history of trust services, historical background of trust institutions. 3-0-3*

BAN 2700 FINANCING BUSINESS ENTERPRISE

Business finance in the American economy, basic problems, unincorporated business, the corporation, capitalization, the financial plan, equity capital, creditor capital, intermediate-term capital, short-term credit, sale of common stock to special groups, public issues and direct placement of securities, financial policies-use of securities, working capital and turnover ratios, cash flow and budgets, management and measurement of earnings, surplus and dividends, merger and consolidation, financial strain and business failure, financial readjustments and bankruptcy, reorganization, social aspects of business finance. 3-0-3* (offered upon demand)

BAN 2720 BANK MANAGEMENT

The nature and objectives of banking, formulations of objectives and policies, organizational planning, the manning of the organizational structure, management in action, management controls, management and specific functions, the deposit function, the employment of bank funds, loans and investments, the trust function, other service functions, the art of management. 3-0-3*

****BAN 2905 ENTERPRISE IN SOUTHEASTERN FLORIDA I (Institutional Credit Only)**

(Offered subject to permission of department chairperson) This independent study course acquaints the student with some of the factors dominating life in Southeastern Florida. It presents a number of statistical resources and provides opportunity for the student to learn how to use them. 0-2-1* (offered upon demand)

FIN 1230 MONEY AND BANKING

Financial institutions, characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, banking in the United States to 1913, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates, and liquidity. Federal Reserve policies and operations in the money market. Treasury operations in the money market, money and incomes, money and the price level, recent monetary problems, international finance. 3-0-3* (offered upon demand)

Law

BUL 1658 LAW AND BANKING

Formation of contracts, consideration, the statute of frauds, capacity and parties to contract, performance and termination of contracts, defenses, remedies, and damages, quasi-contracts, commercial paper bank deposits and bank collections, sales of personal property, documents of title, secured transactions, agencies, partnerships, corporations personal property, real property, estates and trusts, torts and crimes, miscellaneous (surveyship, bankruptcy, bulk transfers). 3-0-3* (offered upon demand)

BUL 2111 BUSINESS LAW I

This is a general introduction to law which includes a discussion of the following: courts and legal procedures, law and society, definitions, classifications, and systems of law based on the supreme law of the land. A brief review of the tribunals for administering justice and discussion of actions will be given. Topics on contracts, torts, sales (warranties and liabilities), negotiable instruments, bailor and bailee and personal property (rights and acquisition) will be studied. 3-0-3* (offered Fall & Winter terms)

*Lecture-Lab-Credit Hours

**See personalized system of instruction in index.

BUL 2112 BUSINESS LAW II

This course is a continuation of BUL 2111 and includes a study of the following: principal and agent, carriers, insurer and insured, relation of partnerships, corporation and stockholders, landlord and tenant, employer and employee, business crimes, bankruptcy and creditors. 3-0-3* (offered Fall & Winter terms)

BUL 2657 FLORIDA SCHOOL LAW

The course includes a study of the Florida School Code, the policies and regulations of The School Board of Palm Beach County, comparison of legal trends of other jurisdictions with Florida and the weight of authority, as well as leading applicable federal decisions. 3-0-3* (offered upon demand)

Consumer Affairs**COA 1100 CONSUMER EDUCATION**

Concepts relating to consumer and personal financial decisions, Teaching an individual to think for himself in the marketplace, to recognize and use educational advertising, to spend income to obtain the greatest personal satisfaction, to manage money to attain a particular life style. 3-0-3* (offered upon demand)

Clothing and Textiles**CTE 1310 ELEMENTS OF CLOTHING CONSTRUCTION**

Emphasis is placed on learning to take accurate measurements and construct proper fitting garments through the use of commercial patterns and fundamental techniques of sewing. 2-2-3* (offered upon demand)

CTE 1705 FASHION THEORY

The art principles and elements of design with a theoretical and practical approach as related to wearing apparel. 3-0-3* (offered upon demand)

CTE 1731 TRADE SKETCHING

Simple method of drawing and coloring apparel design sketches. 3-0-3* (offered upon demand)

CTE 1743 CREATIVE PATTERN MAKING I

Learning the basic steps in the development of dress patterns by the flat pattern drafting method. Developing the hip length sloper to personal measurements. Designing and making a pattern for a simple basic dress. 3-0-3* (offered upon demand)

CTE 1744 CREATIVE PATTERN MAKING II

(Prerequisite: CTE 1743) Instruction in the basic principles of draping the basic slopers and the transferring of a muslin into a paper pattern, stressing the importance of accurate pattern construction. A continuation of the drafting and flat pattern method. 3-0-3* (offered upon demand)

CTE 2200 COSTUME SELECTION

A study of the sociological and psychological influences in the evolvement of fashion as applied to individual decisions in clothing selection. The course includes figure analysis, personal improvement, wardrobe planning, care and maintenance of clothing. 3-0-3* (offered upon demand)

CTE 2340 CLOTHING CONSTRUCTION

(Prerequisite: CTE 1310C) This is further application of the sewing principles and techniques as they are used to achieve the custom made look in clothing suitable to the individual. 2-2-3* (offered upon demand)

CTE 2514 FASHION HISTORY

Studying trends, line, and design in clothing styles throughout the ages. 3-0-3* (offered upon demand)

Business

CTE 2745 FASHION DESIGN—DRAPING

(Prerequisite: CTE 1744) Advanced study of the flat pattern method and draping method in the making of patterns from sketches. Grading of patterns and the beginning of custom tailoring procedures will be introduced. 3-0-3* (offered upon demand)

CTE 2748 APPLIED FASHION DESIGN

(Prerequisite: CTE 2745) Advanced study of tailoring procedures. Advanced designing is emphasized as the student designs a collection of styles which she sketches, makes the pattern, drapes and constructs. 3-0-3* (offered upon demand)

Dietetics

DIE 1201 NUTRITION—HEALTH & DISEASE I

Basic principles of nutrition for students in the nursing program. 2-0-2* (offered Fall & Winter terms)

DIE 1202 NUTRITION—HEALTH & DISEASE II

(Prerequisite: DIE 1201) The study of nutrition in the periods of maternity, infancy, childhood and adolescence. 1-0-1* (offered Fall & Winter terms)

Economics

ECO 2000 INTRODUCTION TO ECONOMICS

A one-term course designed to acquaint the student who plans no further study in economics with the objectives, analytical methods, and terminology of the subject. Some of the areas covered will be: historical background; scarcity and the free market system; production organization and production of the entire economy; banking and the money supply; international trade; current economic problems. 3-0-3* (offered Fall & Winter terms)

ECO 2013 PRINCIPLES OF ECONOMICS I

The course deals with the nature and scope of economics. It includes the basic theory of supply and demand, the capitalist system, national income accounting, the business cycle, the theory of determination of national income and employment, money and banking, and problems of economic growth. 3-0-3* (offered Fall & Winter terms)

ECO 2023 PRINCIPLES OF ECONOMICS II

This course is a continuation of ECO 2013 into the areas of production and distribution. Topics considered include: the nature of production, determining production costs, price determination, each factor of production and its share in the income and problems of monopoly. An attempt is made throughout to relate the principles of economics to the problems of the American economy, and to show the effect of the economic factors upon policy formation. The course also includes a brief discussion of alternate economic systems. 3-0-3* (offered Fall & Winter terms)

Food Service Systems

FSS 1112 FOODS FOR CHILDREN

Introducing students to the problems involved with feeding children. Emphasizing principles of food preparation, planning menus to meet children's nutritional needs and motivating children to practice good eating habits. 3-0-3* (offered upon demand)

FSS 1170L PRACTICUM: FOODS FOR CHILDREN

Students enrolled in this course will be responsible for planning, purchasing, preparing and serving lunch to the children in the Center for Early Learning. 0-6-3* (offered upon demand)

FSS 1210 FOOD FOR THE FAMILY

Principles of food selection, preparation and meal management. Buying food, serving meals and managing time, money and energy in the kitchen. 2-2-3* (offered upon demand)

*Lecture-Lab-Credit Hours

FSS 1300 INTRODUCTION TO FOOD SERVICE MANAGEMENT

An introduction to managerial techniques in operating a food service establishment. It deals with historically significant developments, basic principles, and fundamental processes underlying food preparation, service, and other operational procedures. 3-0-3* (offered Fall & Winter terms)

FSS 2100 PURCHASING MANAGEMENT

The major emphasis will be upon presentation of materials and managerial information needed for the operation of a club, hotel, motel, or food establishment. 3-0-3* (offered Fall & Winter terms)

FSS 2221 QUANTITY FOOD COMPOSITION AND PREPARATION

(Prerequisite: FSS 1300 or permission of the instructor) A study is made of the production and effective use of food materials considering economic, nutritive, and aesthetic factors. Lectures and demonstrations will emphasize standards of food preparation. 0-9-3* (offered Fall & Winter terms)

FSS 2251 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing, equipment use and care, sanitation and safety. 3-0-3* (offered Fall term)

FSS 2401 HOTEL-MOTEL PROPERTY MANAGEMENT

In this course a study is made of layouts, specifications, maintenance of equipment, furniture, furnishings, and decor for clubs, motels, and related institutions. 3-0-3* (offered Winter term)

FSS 2500 FOOD AND BEVERAGE CONTROL

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. 2-0-2* (offered Fall term)

Hospitality, Food, Tourism**HFT 1000 INTRODUCTION TO HOTEL-RESTAURANT MANAGEMENT**

The historical background of the hotel-motel industry, its scope in Palm Beach County, the State of Florida, and the United States. A study of departmental functions and job responsibilities in a small, medium, and large hotel and motel. 3-0-3* (offered Fall & Winter terms)

****HFT 1700 TOURISM—SOUTHEASTERN FLORIDA (Institutional Credit Only)**

Students are introduced to the many ramifications of the tourist industry and they become familiar with the career requirements and employment opportunities tourism offers them. 0-2-1* (offered upon demand)

HFT 1941 HOTEL-FOOD SERVICE PRACTICUM I

The aim of this course is to expose the student to an actual work experience, thus, the student is expected to obtain employment in a local hotel, motel, or food service outlet. The work and lecture periods are coordinated so that the experience being obtained will result in a learning sequence that will lead to positions of higher responsibility. 2-6-4* (offered Fall & Winter terms)

HFT 2220 PERSONNEL MANAGEMENT AND OPERATIONAL PROCEDURES

This course is designed to study the basic principles and analysis of managerial problems, including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and cost control, legal requirements, and safety controls. 3-0-3* (offered Fall & Winter terms)

HFT 2250 HOTEL-MOTEL MANAGEMENT PRACTICES

This course explores special management problems as found in hotels, motels, clubs, and institutions. 3-0-3* (offered Fall & Winter terms)

Business

HFT 2300 HOUSEKEEPING MANAGEMENT

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. 3-0-3* (offered Winter term)

HFT 2410 HOTEL-MOTEL FRONT OFFICE ADMINISTRATION AND PROCEDURES

A study of the functions, procedures and organization of the front office department in a medium and large hotel, with emphasis on reservations and front office psychology. 3-0-3* (offered Fall term)

HFT 2510 SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE ESTABLISHMENTS

A study of advertising principles as they relate to the promotion of sales in hotels and restaurants. 3-0-3* (offered Winter term)

HFT 2600 LEGAL ASPECTS OF HOTEL ADMINISTRATION

A study of the laws applicable to the ownership and operation of places of public hospitality. 3-0-3* (offered upon demand)

HFT 2941 HOTEL-MOTEL FOOD SERVICE PRACTICUM II

This course is a continuation of HFT 1941C. 2-6-4*

Human Nutrition

HUN 1012 NUTRITION—FOR DENTAL HEALTH SERVICES

Elements of nutrition with emphasis placed on concerns for good dental health and preventive dentistry. 3-0-3* (offered Fall term)

HUN 1201 ELEMENTS OF NUTRITION

Fundamental principles, findings, concepts, and applications of normal nutrition. 3-0-3* (offered Fall & Winter terms)

Management

MAN 1700 INTRODUCTION TO BUSINESS

The objectives of this course are three-fold: (1) to give the student beginning his education for business the opportunity to learn what business is about, and to see it in its entirety before studying each of its parts intensively. (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and reading business periodicals, and (3) to help the student acquire a better understanding of the free enterprise system and its working. 3-0-3* (offered Fall & Winter terms)

MAN 1701 BUSINESS ADMINISTRATION

The importance of business organization in our economy, legal forms of business organization, bases of management decisions, coordination of business functions, fundamentals of financial management, the financing of business, problems and policies of financial administration, manufacturing procedures and production costs, the place of materials in production, plant and machinery in production, coordination of men and machinery, employer-employee relations, wages and other compensation, the development of industrial relations, collective bargaining, the functions of marketing, wholesaling, retailing, marketing policies, sales management, accounting, statistics, and forecasting the budget and coordination, effective public relations. 3-0-3* (offered upon demand)

MAN 2000 PRINCIPLES OF MANAGEMENT

A basic study of the principles of management, planning, organizing, actuating, and controlling is given in this course. It stresses the broad and important concept of

*Lecture-Lab-Credit Hours

**See personalized system of instruction in index.

management, as a separate entity, the principles and practices which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces. 3-0-3* (offered upon demand)

MAN 2100 SUPERVISION—HUMAN RELATIONS IN BUSINESS

This course helps formulate a set of objectives in human relations and develops techniques for accomplishing these objectives. Among the topics studied are: motivation, morale, productivity, organization, communications, work and incentives, leadership, and the executive and his roles. 3-0-3* (offered Fall & Winter terms)

MAN 2340 PRINCIPLES OF SUPERVISION

The purpose of this course is to present the important information a supervisor needs to know about his job in dealing with people, money machines, materials, and himself. 3-0-3* (offered upon demand)

MAN 2342 SUPERVISION AND PERSONNEL ADMINISTRATION

Organizational structure, the supervisor's job, automation and the supervisor, growth of the human relations concept, communication, the supervisor as a manager, recruitment and selection of employees, induction of the new employee, training, development of desirable attitudes, production planning, implementation of policies and procedures, the giving of orders, maintenance of production, maintenance of discipline, the handling of grievances, reports to higher management, personnel appraisal and counseling, salary administration and related controls, operations improvement, cost control, quality control, supervision tomorrow. 3-0-3* (offered upon demand)

MAN 2500 PRODUCTION MANAGEMENT

A study of the various phases of production control and the elements which contribute to a successful operation—production forecasting, product development, control of materials, routing, scheduling, and follow-up are studied in a sequence in terms of their significance and their relationship to production control. 3-0-3* (offered upon demand)

MAN 2800 SMALL BUSINESS MANAGEMENT

A study of the accepted basic principles of small business management. Particular attention will be given to business functions (sales, production, procurement, personnel, finance and law) as they affect the operation of American small business. 3-0-3* (offered Fall & Winter terms)

Marketing

MAN 1151 INTRODUCTION TO RETAILING

A study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. Field trips will supplement class lectures and discussions. 3-0-3* (offered Fall & Winter terms)

MAN 1152 RETAIL MANAGEMENT AND PERSONNEL PROBLEMS

An integrated study of retail management functions, decision making, and problems will be made. The emphasis will be on operations, merchandising, and sales promotion and the problems involved. 3-0-3* (offered upon demand)

MAN 1311 RETAIL ADVERTISING AND PROMOTION

A study of the planning and preparation of retail advertising and promotion with emphasis on the smaller retailer. Practice will be given in retail copy and layout; selecting media; and research. Projects will be related to the student's interest. 3-0-3* (offered Winter term)

Business

MAR 2111 PRINCIPLES OF MARKETING

This course presents a broad picture of the structure and functions of marketing. A rather detailed treatment is given to the retailing of consumer's goods; and the marketing of industrial goods; marketing research, policies and practices; and marketing activities of the government. 3-0-3* (offered Fall & Winter terms)

MAR 2101 SALESMANSHIP

This course is designed as a comprehensive sales training program. The primary objective is to measurably develop the sales persuasive skill of each student. The essential selling theories and principles are developed and practiced in simulated selling situations utilizing class presentations and closed circuit T.V. The student will leave the class with a demonstrable ability to convert current sales concepts into successful on-job performance. 3-0-3* (offered Fall & Winter terms)

****MAR 2102 CREATIVE SALESMANSHIP**

(Prerequisite: permission of the department chairperson) A comprehensive study of sixteen different techniques in selling and sales management. Individual study of programmed materials and audio tapes prepared by outstanding experts in the sales training field. 0-2-1* (offered Fall & Winter terms)

MAR 2131 PURCHASING I

Study of the purchasing function, organization, policies, legal aspects, ethics, source of supply, quality concepts, quantity determination, pricing, cost improvement, forecasting, automation, make or buy, and capital equipment. 3-0-3* (offered upon demand)

MAR 2132 PURCHASING II

Continuation of MAR 2131. Study of traffic, surplus, store-keeping budgets, international purchasing, public purchasing, personnel, performance evaluation, and public relations. 3-0-3* (offered upon demand)

MKA 1161 PRODUCT MERCHANDISING

A study of the history, style, construction, and quality of home furnishings. Basic concepts of the application of color, line, and design to fashion will be included. Problems in fashion coordination and the analysis of fashion trends will be covered. A study of the materials, manufacture, and sources involved in the home furnishings division. 2-0-2* (offered Winter term)

MKA 1302L SALES AND MARKETING PRACTICUM I

Class discussion and lecture include problems of job placement; sources of job information; interview techniques and methods; job application problems; appearance, grooming and attitudes as factors in job placement and promotion. conferences, counseling, and follow-up interviews will be scheduled individually to make the relationship of classroom theory and store service experience meaningful. Includes participation in sales and marketing club activities. 0-9-3* (offered Fall term)

MKA 1312L SALES AND MARKETING PRACTICUM II

A continuation of MKA 1302L. 0-9-3* (offered Winter term)

MKA 1322L SALES AND MARKETING PRACTICUM III

A planned program of independent research, observation, study, and work in selected firms is the crux of the seminar. Programs are designed to correlate classroom study with work experiences through seminar meeting and supervised field experience. 0-9-3* (offered Fall term)

MKA 1332L SALES AND MARKETING PRACTICUM IV

A continuation of MKA 1322L. 0-9-3* (offered Winter term)

MKA 1402 FASHION MERCHANDISING

A study of the style, construction, and quality of men's, women's, and children's ready-to-wear apparel. Fashion history trends, coordination, and the application of color, line and design to ready-to-wear fashions are studied. 2-0-2* (offered Fall term)

*Lecture-Lab-Credit Hours

MKA 1411 TEXTILES

A study of the characteristics, care, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practice in identification of fibers, weaves, and fabric finishes is also included. 3-0-3* (offered Fall & Winter terms)

Mathematics: Technology and Business**MTB 1103 BUSINESS MATHEMATICS (Taught in Business Department)**

This course includes information and practice in practical business situations involving: bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, stocks and annuities. 3-0-3* (offered Fall & Winter terms)

MTB 1321 TECHNICAL MATHEMATICS I (Taught in Engineering Department)

This course and MTB 1322 form a sequence to be offered to those technology majors who do not qualify for MAC 1104. Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations in one unknown, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3* (offered Fall & Winter terms)

MTB 1322 TECHNICAL MATHEMATICS II (Taught in Engineering Department)

(Prerequisite: MTB 1321 or MAT 1003 or MAT 1002). This is the second course of the sequence offered to those technology majors who do not qualify for MAC 1104. Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the j-operator, inverse trigonometric functions, binomial expansion and progressions, and selected topics in analytic geometry. 3-0-3* (offered Fall & Winter terms)

Real Estate**REE 1000 REAL ESTATE PRINCIPLES AND PRACTICES—FREC I**

A study of the basic principles, practices and theories of real property, its economic value, legal implications, and relationship to the salesperson and broker. Includes a study of Florida Real Estate License Law. Successful completion required by Florida Real Estate Commission prior to filing application for state license examination for salesperson. 4-0-4* (offered all terms)

REE 1100 REAL ESTATE APPRAISAL I

(Prerequisite: REE 1000 or consent of instructor) The appraisal process will be examined and applied in an analytic approach to determine residential property value on a cost, market, and income basis. Consideration will be directed to such factors as neighborhood and site analysis, residential style, functional utility, building cost estimates and depreciation. 3-0-3* (offered on demand)

REE 1200 REAL ESTATE FINANCE

(Prerequisite: REE 1000 or consent of instructor) A study of financial analysis, development financing, land acquisition, and structuring of real estate projects. Traditional and creative concepts, mechanisms for construction and permanent financing of single family housing, condominiums, shopping centers, office buildings, industrial plants and rental apartment buildings will be covered. Loan contracts, mortgage analysis, governmental agencies and public policies will be reviewed. 3-0-3* (offered on demand)

REE 1430 REAL ESTATE LAW

Legal aspects of real property ownership, development, transfer, and brokerage. A thorough review of Florida Real Estate Law in preparation for the State licensing examination. 2-0-2* (offered Fall & Winter terms)

*Lecture-Lab-Credit Hours

**See personalized system of instruction in index.

Business

REE 2220 REAL ESTATE FOR BANKERS

This course provides a background in the varied real estate mortgage credit operations of commercial banks. It treats the main areas of real estate by concentrating on the following broad areas: 1) the manner in which funds are channeled into the mortgage markets; 2) the financing of residential property; 3) the financing of special purpose property; and 4) the administrative tasks common to most mortgage departments. An introduction to the vocabulary of real estate serves as the starting point for a consideration of individual topics such as the sources of mortgage credit, federal assistance in the mortgage market, and financing of single-family homes, condominiums, industrial and agricultural properties, and shopping centers. The analysis of mortgage credit, as well as the policies related to collection, are also covered, as are the administration of a bank's mortgage portfolio and the analysis of real estate investment yields. 3-0-3* (offered on demand)

REE 2801 REAL ESTATE PRINCIPLES AND PRACTICES—FREC II

(Prerequisite: active holder of Florida Real Estate Salesman's license for at least 6 months) A comprehensive course covering fields of study and materials required by the Florida Real Estate Commission to qualify for the Florida State Real Estate Broker's license. Applications must be approved before students are admitted to the course. 4-0-4* (offered Fall & Winter terms)

Risk Management and Insurance

RMI 1015 GENERAL PRINCIPLES OF INSURANCE

A study of basic insurance principles and the fundamentals of insurance company operation. Some of the concepts explored are: risk, probability, requisites of insurable risks, negligence, indemnity, insurable interest, co-insurance and deductibles. Rating, underwriting, marketing and re-insurance are also covered. All of these functions are examined in a framework built around a study of insurance company organization, types of field organization, powers and functions of agents and brokers, and regulation of the insurance industry. 3-0-3* (offered upon demand)

RMI 1210 PROPERTY INSURANCE

A continuation of the study of insurance begun in RMI 1005 with the emphasis on the study of insurance of all kinds of property. 3-0-3* (offered upon demand)

Secretarial Studies

SES 1108 TYPEWRITING

Individualized instruction in a combined section of beginning, intermediate and advanced typewriting. The student will progress in the typing sequence that can be accomplished in the term. Two hours credit will be granted in SES 1100C, SES 1110C or SES 2120C upon successful completion of work assigned. 1-3-2* (offered Fall & Winter terms)

SES 1100 BEGINNING TYPEWRITING

This course is for students with no previous training in typewriting or for those whose performance is inadequate for the more advanced courses. 1-3-2* (offered Fall and Winter terms)

SES 1110C INTERMEDIATE TYPEWRITING

(Prerequisite: SES 1100C or equivalent) This course is a continuation of SES 1100C and offers a review of the basic skills. Emphasis is placed on production standards required in letter writing, manuscript, tabulation and business forms. 1-3-2* (offered Fall & Winter terms)

SES 1210C BEGINNING SHORTHAND

(Co-requisite: SES 1100C or the successful completion of a previous typing course) Basic principles of Century 21 Shorthand Theory and Practice (South-Western) are studied. It is open to students without previous instruction in shorthand or with inadequate preparation for SES 1234C. A dictation skill of 50 or more words a minute is developed. 1-4-3* (offered Fall & Winter terms)

*Lecture-Lab-Credit Hours

S 1211 DICTATION AND TRANSCRIPTION

(Prerequisites: SES 1210C or equivalent and SES 1100C or equivalent) This course is a continuation of SES 1210C. A dictation skill of 80 or more words a minute is developed on new-matter dictation, and transcription for mailability is emphasized. Gregg or Century 21 students who qualify may enroll in this class. 2-2-3* (offered Fall & Winter terms)

S 1321C OFFICE MACHINES

This course is designed to familiarize the student with the operation of the various office machines currently used in business. The student learns to do accounting on a Burroughs L-2000 Computer, invoicing and payroll on an NCR 3200, posting on an NCR 4200 Hotel-Motel machine and NCR 4100 Bank Teller's machine, as well as develop skill and speed on various types of electronic calculators, programmable calculators, rotary calculators, printing calculators, full-key and ten-key adding machines. 1-2-2* (offered Fall & Winter terms)

S 1330 BUSINESS ENGLISH

An intensive college course in grammar, with primary emphasis placed on sentence structure, punctuation, and capitalization. The main applications are on the problems of the dictator, the stenographer, and the typist. 3-0-3* (offered Fall & Winter terms)

S 1401 CLERICAL OFFICE PRACTICE

(Co- or prerequisite: SES 1110C) A comprehensive study of clerical office procedures, such as filing, telephone techniques, duplication, machine transcription, simple payroll and banking transactions. 3-0-3* (offered Fall & Winter terms)

S 1402 SECRETARIAL OFFICE PROCEDURES

(Prerequisites: SES 1401 and SES 1330) Co- or prerequisites: SES 2120C) This is a finishing course for the secretarial student. It is designed for students who aspire to reach professional status as a secretary. It covers a wide range of office activities and provides training through simulated office situations. This course should be taken after Business Communications (SES 2335). 3-0-3* (offered Winter term)

S 2120C ADVANCED TYPEWRITING

(Prerequisite: SES 1110C) This course offers a thorough review of problems in typing office forms, tabulated reports, manuscripts, and business letters, introduction is made to the typing of legal and medical forms and government and military letters. Improvement of production ability on all typing is stressed. 1-3-2* (offered Fall & Winter terms)

S 2212 ADVANCED SHORTHAND DICTATION AND TRANSCRIPTION

(Prerequisites: SES 1211C or equivalent and SES 1110C or equivalent) This course includes the general instruction offered for stenographic work. Through the use of live high-speed dictation and high-speed dictation tapes, a shorthand writing speed of 90 or more words a minute is developed. Gregg or Century 21 students who qualify may enroll in this class. 2-2-3* (Offered Fall & Winter terms)

S 2221C MACHINE SHORTHAND I

(Co-requisite: SES 1100C or SES 1110C or equivalent) All the basic theory of the machine shorthand system is studied. The stenograph machine is used. A dictation skill of 60 to 80 words a minute is developed. This course is open to all students interested in the secretarial field, especially those going into legal work. Previous shorthand is not needed. 1-4-3*

S 2222C MACHINE SHORTHAND II

(Prerequisite: SES 2221C) This course is a continuation of SES 2221C, with emphasis on skill building and its application to usable transcription. A dictation skill of 80 to 120 words a minute will be developed. 1-4-3*

S 2223C MACHINE SHORTHAND III

(Prerequisites: SES 2221C and SES 2222C or equivalent) This course is a continuation of SES 2222C with continued emphasis on skill building and specialized vocabulary. A dictation skill of 120 to 150 words a minute will be developed. 1-4-3*

Lecture-Lab-Credit Hours

Business

SES 2224 MACHINE SHORTHAND

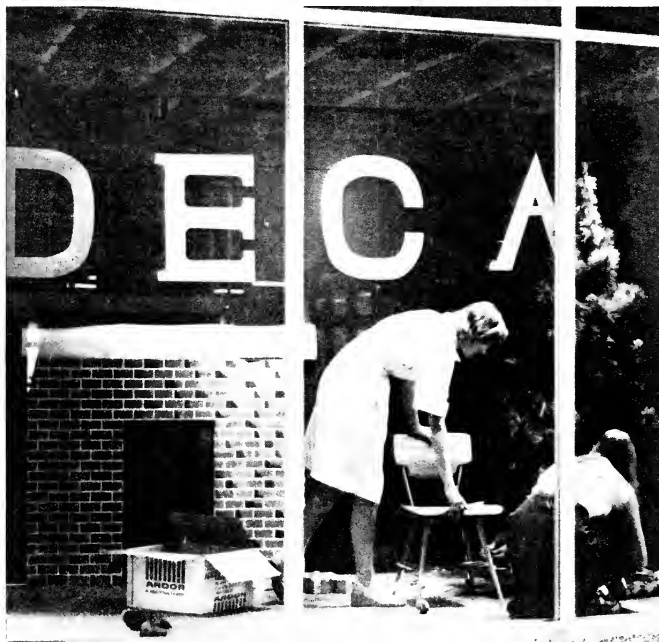
Individualized instruction in a combined section of beginning, intermediate, and advanced machine shorthand. The student will advance in the sequence that can be accomplished in the term. Machines are furnished for classroom instruction; however, it is advised that a machine be rented or purchased for home practice. A dictation skill of 60 words a minute is developed in the beginning section; 80 words a minute in the intermediate section; 120 words a minute in the advanced section. Three credit hours will be granted in either SES 2221C, SES 2222C or SES 2223C upon successful completion of work assigned. 1-4-3*

SES 2248C SPECIAL APPLICATIONS OF LEGAL-MEDICAL DICTATION AND TRANSCRIPTION

(Prerequisites: SES 1110C and SES 1211 or equivalents) Dictation and transcription practice is given utilizing short cuts applicable to the special legal and medical fields. Legal and medical terminology are included. 2-2-3*

SES 2335 BUSINESS COMMUNICATIONS

(Prerequisite: SES 1330) The purpose of this course is to study correspondence of the business office. Much time will be spent in composing and analyzing various kinds of business letters and business reports. 3-0-3*



Communications

FACULTY: Duncan (Chairperson), Adams, Baldree, Betz, Bloodworth, Bosworth (Assistant Chairperson, Reading), Busselle,, Connolly, Crowley, Darcey, Dickinson, Easterling, Flory, W. Graham, Gunderson, Jones (Assistant Chairperson, Foreign Language), Knittle, Kramer, Leahy, McCreight, Meyer, Musto, Perez, Platt, Schneider, Taylor, Tomasello, Turk, Vignau, Wilson, Witherspoon

MAJORS: Creative Writing, English, English Teacher, Foreign Languages, Foreign Language Teacher, Journalism, Liberal Arts, Public Relations, Speech-Drama, Speech Pathology and Audiology

COURSE PREFIXES: AML, ENC, ENG, ENL, FRE, JOU, LIT, MMC, ORI, PHI, REA, RED, SPC, SPN, THE, TPA, TPP

PROGRAMS:

CREATIVE WRITING, ENGLISH, ENGLISH TEACHER (A.A. 05-101), LIBERAL ARTS (A.A. 05-105)

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ARH 1000	Art Appreciation	3	
or			
MUL 1011	Music Appreciation (3)		
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II	3	
ENC 1200	Introduction to the Social Sciences	3	
OS 1001*	Introduction to Political Science	3	
	Science	6	
MGF 1113	General Education Math 1	3	
	Literature	12	
ES 1000**	Perspectives on Healthful Living	2	
	Foreign Languages (Spanish or French)	12	
	Physical Education	2	
	Electives***	10	
		62	

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted.

**Suggested electives: PHI 1100, ORI 2000, ENC 2423.

FOREIGN LANGUAGE (A.A. 05-201), FOREIGN LANGUAGE TEACHER (A.A. 05-02)

Occupation aims of students specializing in Foreign Language are so varied that the faculty has found it advisable to arrange individual programs for each student instead of building a standard curriculum. Students expecting to complete a baccalaureate degree at a four-year college or university should study the Associate in Arts requirements and the requirements of the college where they intend to continue their education.

EVALUATING PREVIOUS STUDY:

The general evaluation of high school or preparatory school foreign language study runs at a ratio of 2:1. For example, two years of Spanish in high school will be considered the equivalent of one year in college. A student who has had 3

Communications

years of high school Spanish will be considered to have had the equivalent of 1 year of college Spanish.

However, to satisfy the requirements for graduation from Palm Beach Junior College, a student may register for any language course regardless of how many years of foreign language he has studied in high school. However, for evaluation and accreditation of his language credits upon entering the university, he will be requested to compensate in some field for every hour of language credit he has repeated or duplicated at Palm Beach Junior College. These compensated credits must be obtained at Palm Beach Junior College or at the university.

JOURNALISM (A.A. 05-104), PUBLIC RELATIONS (A.A. 05-107)

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ENC 1103	Freshman Communications I ✓	3	
ENC 1136	Freshman Communications II ✓	3	
SOC 1200	Introduction to the Social Sciences ✓	3	
POS 1001*	Introduction to Political Science ✓	3	
	Science 3 hrs	6	
MGF 1113	General Education Math I	3	
	Physical Education	2	
HES 1000**	Perspectives on Healthful Living	2	
	Literature	6	
ARH 1000	Art Appreciation	3	
or			
MUL 1011	Music Appreciation (3)		
SPC 1600	Fundamentals of Speech ✓	3	
SPC 1601	Public Speaking ✓	3	
JOU 1100	Basic Writing for Mass Communications ✓	3	
MMC 1000	Survey of communications ✓	3	
JOU 2103	Reporting or Writing Techniques ✓	3	
PSY 2012	General Psychology ✓	3	
	Electives	10	
		62	

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted.

SPEECH—DRAMA (A.A. 05-103)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
SPC 1600	Fundamentals of Speech	3	
	Science	6	
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II	3	
	Voice Class	1	
DAA 2160	Interpretive Movement	1	
DAA 2161	Advanced Interpretive Movement	1	
THE 1000	Introduction to the Theater	3	
THE 1020	Techniques of Dramatic Art	3	
TPA 1210	Fundamentals of Stagecraft	3	
TPA 1211	Advanced Stagecraft	3	
		30	

SOPHOMORE YEAR

ARH 1000	Art Appreciation	3
or		
MUL 1011	Music Appreciation (3)	
	Literature	6
ES 1000*	Perspectives on Healthful Living	2
MGF 1113	General Education Math I	3
PSY 2041	General Psychology	3
SPC 1601	Public Speaking	3
ORI 2000	Oral Interpretation	3
PP 2100	Acting	3
SOC 1200	Introduction to the Social Sciences	3
POS 1001**	Introduction to Political Science	3
		<u>32</u>

*HES 2121 may be substituted.

*POS 2041 or AMH 2010 may be substituted.

SPEECH PATHOLOGY AND AUDIOLOGY (A.A. 05-109)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation	3
or		
MUL 1011	Music Appreciation (3)	
ENC 1103	Freshman Communications I	3
ENC 1136	Freshman Communications II	3
	Physical Education	2
PSY 2012	General Psychology	3
	Science	6
SPC 1600	Fundamentals of Speech	3
SOC 1200	Introduction to the Social Sciences	3
POS 1001*	Introduction to Political Science	3
	Elective	4
		<u>33</u>

SOPHOMORE YEAR

APB 1190	Anatomy and Physiology I	2
APB 1190L	Anatomy and Physiology I Laboratory	1
APB 1191	Anatomy and Physiology II	2
APB 1191L	Anatomy and Physiology II Laboratory	1
	Literature	3
HES 1000**	Perspectives on Healthful Living	2
MGF 1113	General Education Math I	3
DEP 2102	Child Growth and Development	3
SPC 1601	Public Speaking	3
	Electives	9
		<u>29</u>

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted.

Communications

COURSE DESCRIPTIONS

American Literature

AML 2020 AMERICAN LITERATURE TO 1865

(Prerequisite: ENC 1103 or equivalent) This course is a study of the development of our national literature from colonial times to the end of the Civil War. 3-0-3* (offered all terms)

AML 2022 AMERICAN LITERATURE AFTER 1865

(Prerequisite: ENC 1136 or equivalent) The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. 3-0-3* (offered all terms)

English Composition

ENC 1103 FRESHMAN COMMUNICATIONS I

SECTIONS 1-49

This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3-0-3*

SECTIONS 50-59

(Co-requisite REA 1105) Reading Emphasis: The content of this course is essentially the same as ENC 1103, Sections 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. Students passing this course go into ENC 1136, Sections 50-59 3-0-3*. (offered all terms)

SECTIONS 60-69

Writing Emphasis: This course is essentially the same as ENC 1103, Sections 1-49 except this course is an emphasis section designed specifically to provide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into ENC 1136, Sections 60-69 3-0-3* (offered all terms)

SECTIONS 70-79

(Co-requisite REA 1105) Reading and Writing Emphasis. Essentially this course is the same as ENC 1103, Sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into ENC 1136, Sections 70-79. 3-0-3* (offered all terms)

SECTIONS 80-89

Advanced Freshman Communications: The aims of this course are basically the same as those of ENC 1103, Sections 1-49 except that emphasis is given to the study, technique, and practice of creative expression. Students who score in the upper 15 percentile on the reading and writing placement tests are enrolled in these advanced sections 3-0-3* (offered Fall & Winter terms)

ENC 1136 FRESHMAN COMMUNICATIONS II

SECTIONS 1-49

(Prerequisite: ENC 1103 or equivalent) This course consists of three units which introduce the students to the role of language in thought and action: (1) Language and Thought, (2) Persuasion (argument and logic), and (3) Mass Media of Communication. The concern here is with the development of student ability to read critically and to write effectively. 3-0-3* (offered all terms)

Research paper techniques are taught in both ENC 1103 and ENC 1136

*Lecture-Lab Credit Hours

SECTIONS 50-79

(Prerequisites: ENC 1103, Sections 50-79) This course is a continuation of ENC 1103, Sections 50-79, and is basically the same as other sections of ENC 1136, except that it provides emphasis for those students who need continuing special help in writing and reading. Sections 50-59 and 70-79 have REA 1106 as a co-requisite. 3-0-3* (offered all terms)

SECTIONS 80-89 (ADVANCED COURSE FOR ENC 1136)

(Prerequisites: ENC 1103, Sections 80-89. Advanced Freshman Communications or equivalent) This course is a continuation of ENC 1103, Sections 80-89, and is basically the same as other sections of ENC 1136, except that emphasis is given to creative expression. 3-0-3* (offered Fall & Winter terms)

ENC 1313 TECHNICAL WRITING

(Prerequisite: ENC 1103 or equivalent) Technical writing offers critical work in preparation of manuals, reports, and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. 3-0-3* (offered Fall term)

ENC 2423 ADVANCED COMPOSITION

(Prerequisite: ENC 1136 or equivalent or permission of Department Chairperson) This is a course in writing which emphasizes style and styles of writing. The work includes analysis of a wide range of literary types and concrete instruction in effective devices. The writing assignments are structured to help the student control and develop his own style. To that end he writes upon assignment both original and imitative pieces. 3-0-3* (offered Winter term)

English—General***ENG 2910 INTRODUCTION TO RESEARCH MATERIALS I**

(Prerequisite: Permission of Director of Learning Resources Center) This course comprises the first 6 units of a directed individual study and will include taped lectures; self-tests; written, guided library studies; and formal examinations. The course material presents basic information sources. 1-0-1* (offered all terms)

****ENG 2911 INTRODUCTION TO RESEARCH MATERIALS II**

(Prerequisite: Permission of Director of Learning Resources Center and successful completion of ENG 2910) This course comprises the second 16 units of a directed individual study and will include taped lectures; self-tests; written, guided library studies; and formal examinations. The course material presents advanced information sources. 1-0-1* (offered all terms)

****ENG 2912 INTRODUCTION TO RESEARCH MATERIALS III**

(Prerequisite: Permission of Director of Learning Resources Center and successful completion of ENG 2911) This course comprises the third 16 units of a directed individual study and will include taped lectures; self-tests; written guided library studies; and formal examinations. The course material presents a comprehensive overview of information sources. 1-0-1* (offered all terms)

English Literature**ENL 2015 ENGLISH LITERATURE TO 1660**

(Prerequisite: ENC 1136 or equivalent) This course is a study of significant writing produced in the British Isles from the time of the Anglo-Saxons to 1660. 3-0-3* (offered all terms)

ENL 2020 ENGLISH LITERATURE AFTER 1660

(Prerequisite: ENC 1136 or equivalent) This course is a study of significant writings produced in the British Isles from 1660 to the present. 3-0-3* (offered Fall, Winter & Spring I terms)

*Lecture-Lab-Credit Hours

**See personalized system of instruction in index.

Communications

French Language

FRE 1100 ELEMENTARY FRENCH I

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3* (offered Fall & Winter terms)

FRE 1101 ELEMENTARY FRENCH II

(Prerequisite: FRE 1100 or equivalent) This course is a continuation of FRE 1100. It continues the study of basic grammar, composition, and pronunciation. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3* (offered Fall & Winter terms)

FRE 2200 INTERMEDIATE FRENCH I

(Prerequisite: FRE 1101 or equivalent) This course presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with practice in written exercises and conversation. The language laboratory is optional for intermediate students. 3-0-3* (offered Fall term)

FRE 2201 INTERMEDIATE FRENCH II

(Prerequisite: FRE 2200 or equivalent) This is a continuation of FRE 2200 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. The language laboratory is optional for students. 3-0-3* (offered Winter term)

Journalism

JOU 1100 BASIC WRITING FOR MASS COMMUNICATIONS

This is a course in the fundamentals of news evaluation, news gathering, and news writing. Basic instruction in lead writing, organizing of stories, avoiding libel, and ethics in reporting and writing are stressed. Required for journalism majors. 3-0-3* (offered Fall & Winter terms)

JOU 2103 REPORTING AND WRITING TECHNIQUES

(Prerequisite: JOU 1100) or equivalent or permission of Department Chairperson)
This course places special emphasis on techniques of writing specific types of articles, including news, features, sports, and editorials. 3-0-3* (offered Winter term)

Literature

LIT 2215 WORLD LITERATURE TO 1600

(Prerequisite: ENC 1136 or equivalent) A study of selected works of the ancient, medieval, and renaissance worlds. 3-0-3* (offered Fall term)

LIT 2224 WORLD LITERATURE AFTER 1600

(Prerequisite: ENC 1136 or equivalent) This course is a study of selected world masterpieces from approximately 1600 to the present day. 3-0-3* (offered Winter term)

Mass Media Communications

MMC 1000 SURVEY OF COMMUNICATIONS

This course surveys the development of communications media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. Required for journalism majors. 3-0-3* (offered Winter term)

*Lecture-Lab-Credit Hours

Oral Interpretation

ORI 2000 ORAL INTERPRETATION

This course emphasizes the basic principles of oral interpretation as applied to the interpretation of prose drama and poetry. Primarily it strives to teach the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater as well as individual interpretation is studied. Recitals to which other students and guests may be invited are an important part of this course. 3-0-3* (offered Fall & Winter terms)

Philosophy

PHI 1000 INTRODUCTION TO PHILOSOPHY (Taught in Social Science Department)

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. (offered Fall & Winter terms) 3-0-3*

PHI 1100 THE ART OF THINKING (Taught in Communications Department)

The principal objects of this course are to help the student think with more accuracy, clarity and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3* (offered Fall & Winter terms)

PHI 1600 ETHICS (Taught in Social Science Department)

This course involves a rigorous and systematic inquiry into man's moral behavior with the purpose of discovering the rules that ought to govern human action and the goals that are worth seeking in human life, using Ethics as a science of conduct. 3-0-3*

Reading

REA 1105 READING IMPROVEMENT I

(Co-requisite: ENC 1103—Sections 50-59 or 70-79) This reading course is designed for students who need to improve their reading habits and skills. Personalized instruction in vocabulary improvement, study skills, essentials of comprehension and rate of comprehension are emphasized. The student uses a variety of materials as he participates in group activities and in the individualized reading laboratory program. 3-0-3* (offered all terms)

REA 1106 READING IMPROVEMENT II

(Co-requisite: ENC 1136—Sections 50-59 or 70-79) This course is a continuation of REA 1105. It is a developmental reading course in which the student participates in group and individual activities designed to increase his reading ability in the areas of his special need. Areas emphasized include: vocabulary, comprehension, rate of comprehension, and study skills. 3-0-3* (offered all terms)

Reading Education

RED 1219 PHONICS FOR TEACHERS

This course is designed to develop the phonics skills needed as a basis for the teaching of reading. Phoneme-grapheme (sound-symbol) relationships will be emphasized. The use of structural analysis and/or context clues in combination with a phonetic attack in word-recognition will also be investigated. 3-0-3* (offered Winter term)

Communications

Speech Communication

SPC 1600 FUNDAMENTALS OF SPEECH

This course aims to train the student in the basic principles and techniques involved in effective speaking communication. The student develops poise and confidence through constant practice in presenting various materials via many speech communication experiences. The emphasis also lies on individual development and improvement. 3-0-3* (offered all terms)

SPC 1601 PUBLIC SPEAKING

(Prerequisite SPC 1600) or equivalent or permission of the Department Chairperson) This course is designed primarily for those interested in a more serious and intensive study of public speaking. It aims to review briefly the principles of speech preparation, organization, and delivery and to afford, in the main, extensive practice in the more specialized types of speech communication experiences most common to those who frequently are called upon to give speeches in public. 3-0-3* (offered Winter term)

SPC 2520 DISCUSSION AND DEBATE

The function of group discussion and debate in a democratic society. Methods of argumentation, including case preparation, briefing, research, refutation and logical elements of persuasion. 3-0-3* (offered Fall term)

Spanish Language

SPN 1100 ELEMENTARY SPANISH I

A basic knowledge of Spanish grammar and composition, reasonable pronunciation, and familiarity with the life and cultures of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3* (offered all terms)

SPN 1101 ELEMENTARY SPANISH II

(Prerequisite: SPN 1100 or equivalent) The course is a continuation of SPN 1100. The objectives are to continue the study of basic grammar, composition and pronunciation. Course materials contain information about the life and culture of native speakers of the language. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3* (offered all terms)

SPN 2200 INTERMEDIATE SPANISH I

(Prerequisite: SPN 1101 or equivalent) Objectives of this course are an enlarged comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions of selected literary works. The language laboratory is optional. 3-0-3* (offered Fall term)

SPN 2201 INTERMEDIATE SPANISH II

(Prerequisite: SPN 2200 or equivalent) The course is a continuation of SPN 2200. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language. The language laboratory is optional. 3-0-3* (offered Winter term)

Theater

THE 1000 INTRODUCTION TO THE THEATER

This course presents a general approach to the organization to the theater especially designed to develop the student's knowledge and appreciation of the theater arts through an historic and contemporary study of the drama. 3-0-3* (offered Fall term)

THE 1020 TECHNIQUES OF DRAMATIC ART

This course is a study of the theater showing the relationships of the various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 3-0-3* (offered Winter term)

*Lecture-Lab-Credit Hours

Theater Production and Administration

PA 1210 FUNDAMENTALS OF STAGECRAFT

This course presents lectures and practical laboratory experience in the construction, painting and handling of scenery; costume construction; makeup; and the making of properties. It stresses individual and group participation in the complete production of plays with special emphasis on the duties of the technical worker in today's theater. 3-0-3* (offered Fall term)

PA 1211 ADVANCED STAGECRAFT

This course is a continuation of TPA 1210) with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets and sets for production along with the principles of stage lighting as it affects painted scenery, stage makeup, costume colors and materials and as it contributes to the overall effect of a production. 3-0-3* (offered Winter term)

Theater Performance and Performance Training

PP 2100 ACTING

(Prerequisite: THE 1025 or special permission of Department Chairperson) A study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization and motivation is given. Students will present scenes from plays as classroom exercises. 3-0-3* (offered Winter term)

Lecture-Lab-Credit Hours



Data Processing

FACULTY: Washburn (Chairperson), Baldree

MAJORS: Computer Technology (A.S.); Computer Science, Systems Engineering (A.A.); Computer Science, Scientific (A.A.); Computer Science, Business Option (A.A.)

COURSE PREFIXES: COC, COP

PROGRAMS:

COMPUTER TECHNOLOGY (A.S. 06-126)

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ARH 1000	Art Appreciation.....	3	
or			
MUL 1011	Music Appreciation..... (3)		
ACC 1001	Principles of Accounting I.....	3	
ACC 1021	Principles of Accounting II.....	3	
COC 1300	Computer Theory.....	3	
COC 1100	Introduction to Computers.....	3	
COP 2400C	Computer Programming I.....	3	
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II.....	3	
MGF 1113	General Education Math I.....	3	
	Physical Education.....	2	
SOC 1200	Introduction to the Social Sciences.....	3	
		<u>32</u>	

SOPHOMORE YEAR

ECO 2013	Principles of Economics I.....	3	
ECO 2023	Principles of Economics II.....	3	
COC 1110	Structured Programming.....	3	
COP 2120	Business Programming—COBOL.....	3	
COP 2401C	Computer Programming II.....	3	
COP 2610C	Advanced Computer Systems.....	2	
COC 2301	Systems and Applications.....	3	
	Literature.....	3	
HES 1000*	Perspectives on Healthful Living.....	2	
STA 2014	Statistics.....	3	
POS 1001**	Introduction to Political Science.....	3	
		<u>31</u>	

*HES 2121 may be substituted.

**POS 2041 or AMH 2010 may be substituted.

COMPUTER SCIENCE (A.A. 06-127)

Systems Engineering)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000 or MUL 1011	Art Appreciation..... (3)	3
CHM 1045	General Chemistry I	3
CHM 1045L	General Chemistry I Laboratory.....	1
CHM 1046	General Chemistry II	3
CHM 1046L	General Chemistry II Laboratory	1
COC 1300	Computer Theory	3
COP 2400C	Computer Programming I.....	3
ENC 1103	Freshman Communications I	3
ENC 1136	Freshman Communications II.....	3
IGN 1130C	Engineering Graphics I.....	2
IGN 1001	Engineering Problems & Orientation	1
MAC 2411	Calculus I	3
MAC 2412	Calculus II	3
	Physical Education	2
		<u>34</u>



SOPHOMORE YEAR

PHY 2048	General Physics with Calculus I	3
PHY 2048L	General Physics with Calculus I Laboratory.....	1
PHY 2049	General Physics with Calculus II.....	3
PHY 2049L	General Physics with Calculus II Laboratory	1
MAC 2413	Calculus III	4
COC 1110	Structured Programming	3
COP 2401C	Computer Programming II	3
	Literature	3
HES 1000*	Perspectives on Healthful Living	2
COC 1200	Introduction to the Social Sciences	3
POS 1001**	Introduction to Political Science	3
		<u>29</u>

HES 2121 may be substituted.

POS 2041 or AMH 2010 may be substituted.

Data Processing



COMPUTER SCIENCE (A.A. 06-127)

Scientific)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
CHM 1045	General Chemistry I	3	
CHM 1045L	General Chemistry I Laboratory	3	
CHM 1046	General Chemistry II	3	
CHM 1046L	General Chemistry II Laboratory	1	
COC 1300	Computer Theory	3	
COP 2400C	Computer Programming I	3	
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II	3	
	Physical Education	2	
BSC 1010	Principles of Biology	3	
ZOO 1013	General Zoology Lecture	3	
ZOO 1013L	General Zoology Laboratory	1	
MAC 1104	College Algebra	3	
MAC 1144	Trigonometry & Analytic Geometry	3	
		<hr/>	35

SOPHOMORE YEAR

ARH 1000	Art Appreciation	3	
or			
MUL 1011	Music Appreciation	(3)	
PHY 2023	General Physics I	3	
PHY 2048L	General Physics I Laboratory	1	
PHY 2024	General Physics II	3	
PHY 2049L	General Physics II Laboratory	1	
COC 1110	Structured Programming	3	
COP 2401C	Computer Programming II	3	
	Literature	3	
HES 1000*	Perspectives on Healthful Living	2	
SOC 1200	Introduction to Social Sciences	3	
POS 1001**	Introduction to Political Science	3	
		<hr/>	28

*HES 2121 may be substituted.

**POS 2041 or AMH 2010 may be substituted.

COMPUTER SCIENCE (A.A. 06-127)

(Business Option)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ARH 1000	Art Appreciation.....	3	
or			
MUL 1011	Music Appreciation..... (3)		
ACC 1001	Principles of Accounting I.....	3	
ACC 1021	Principles of Accounting II.....	3	
OC 1110	Structured Programming.....	3	
OC 1300	Computer Theory.....	3	
OP 2400C	Computer Programming I.....	3	
NC 1103	Freshman Communications I.....	3	
NC 1136	Freshman Communications II.....	3	
ES 1000*	Perspectives on Healthful Living.....	2	
MAC 1104	College Algebra.....	3	
PC 1600	Fundamentals of Speech.....	3	
	Physical Education.....	2	
		<u>34</u>	

SOPHOMORE YEAR

ECO 2013	Principles of Economics I.....	3	
ECO 2023	Principles of Economics II.....	3	
OC 2301	Systems and Applications.....	3	
OP 2120	Business Programming—COBOL.....	3	
OP 2401C	Computer Programming II.....	3	
	Literature.....	3	
	Science.....	6	
OC 1200	Introduction to the Social Sciences.....	3	
OS 1001**	Introduction to Political Science.....	3	
		<u>30</u>	

HES 2121 may be substituted.

POS 2041 or AMH 2010 may be substituted.

COMPUTER OPERATOR (CT 06-128)

This program prepares the student for a job as a computer operator. It emphasizes machine operation and concentrates on equipment handling.

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
MAN 1700	Introduction to Business.....	3	
ACC 1001	Principles of Accounting I.....	3	
ES 1321C	Office Machines.....	2	
OC 1100	Introduction to Computers.....	3	
OC 1300	Computer Theory.....	3	
OC 1110	Structured Programming.....	3	
OP 2400C	Computer Programming I.....	3	
OP 2120	Business Programming—COBOL.....	3	
NC 1103	Freshman Communications I.....	3	
IGF 1113	General Education Math I.....	3	
	Physical Education.....	2	
		<u>31</u>	

COURSE DESCRIPTIONS**Computer Concepts****OC 1300 COMPUTER THEORY**

An introductory course in the principles of the computer. It covers number theory, computer organization and machine language programming. The major objective is

Data Processing

to enable the student to program and operate a digital computer in the machine language. 3-0-3* (offered Fall, Winter & Spring terms)

Computer Programming

COP 2110 MATHEMATICAL PROGRAMMING (Taught in Mathematics Department)

(Prerequisite: MAC 1104 or higher) This course introduces the student to flow-charting techniques and to the programming of mathematical problems in Fortran IV. Emphasis is on the algorithmic approach. 2-0-2* (offered Fall, Winter & Spring I terms)

COP 2120 BUSINESS PROGRAMMING—COBOL

(Prerequisite: COC 1300) This course introduces the COBOL language. It includes language structure and application relating to business programming. 2-2-3* (offered Fall & Winter terms)

COP 2400C COMPUTER PROGRAMMING I

(Prerequisite: COC 1300) This course will stress programming in the assembler language. It will also stress the use of subroutines and macros and introduce input and output control system programming. Disc and tape concepts will be used throughout. 2-2-3* (offered Fall & Winter terms)

COP 2401C COMPUTER PROGRAMMING II

(Prerequisite: COP 2400C) This course will stress programming involving disc concepts and input/output control systems. The full range of programming concepts will be studied, including monitors and operating systems with an introduction to the virtual memory operating system. 2-2-3* (offered Winter term)

COP 2610C ADVANCED COMPUTER SYSTEMS

(Prerequisite: COP 2400C) This course illustrates the changes in computer concepts in both software and hardware. It illustrates principles relating to operating systems, language syntax, real time applications and micro-programming. Field trips to local installations will be arranged. 1-2-2* (offered upon demand)

COC 1100 INTRODUCTION TO COMPUTERS

An introduction to what computers are, how they are used, and how they affect everything from the average citizen up to and including how they affect big business. The course will focus on the topic of computer applications but will also include topics such as data representation, terminology, I/O devices, stored program concepts, and computer languages. 3-0-3* (offered Fall & Winter terms)

COC 1110 STRUCTURED PROGRAMMING

(Prerequisite: COC 1300) This course teaches the concept of structured programming. It emphasizes the use of control graphs, basic structures, logic structures using pseudo-code, and functional structure charts. The course stresses the importance of program segmentation and top-down walk-through. 3-0-3* (offered Fall & Winter terms)

COC 2301 SYSTEMS AND APPLICATIONS

A course which utilizes system analysis techniques for the solution of business data processing problems. It will include modern analysis techniques such as decision tables, CPM, PERT, as well as value analysis methods. It will also illustrate information theory concepts and how data base and data management techniques can be employed. 3-0-3* (offered upon demand)

COC 2930 SPECIAL TOPICS IN DATA PROCESSING

(Prerequisite: Permission of instructor) This course will focus on advanced and specialized topics in data processing that would be of interest to advanced students and persons already employed in the data processing community. 3-0-3* (offered upon demand)

*Lecture-Lab-Credit Hours

Dental Health Services

FACULTY: Hutchins (Chairperson), Benedict, Buendel, Crusan, Krumm, MacPherson (Assistant Chairperson), Piermattei, Smythe, Toomath, Trichler, Whitehead.

MAJORS: Dental Hygiene, Dental Laboratory Technology, Dental Assisting.

COURSE PREFIXES: DEA, DEH, DES, DTE

PROGRAMS:

DENTAL HYGIENE, (A.S. 07-151)

This program is accredited by the Council on Dental Education of the American Dental Association and is approved by the Florida State Board of Dental Examiners. Please refer to Admission Requirements.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
APB 1190	Anatomy & Physiology I	2		
APB 1190L	Anatomy and Physiology I Laboratory	1		
APB 1191	Anatomy & Physiology II		2	
APB 1191L	Anatomy & Physiology II Laboratory		1	
MCB 1000	Microbiology		2	
MCB 1000L	Microbiology Laboratory		1	
CHM 1015	Principles of Chemistry	3		
DES 1000	Dental Anatomy	3		
DEH 1410	General & Oral Histology/Pathology		3	
DES 1200C	Dental Radiology		2	
DEH 1000	Oral Hygiene	1		
DEH 1800C	Clinical Dental Hygiene I	3		
DEH 1802C	Clinical Dental Hygiene II		4	
ENC 1103	Freshman Communications I	3		
ENC 1136	Freshman Communications II			3
HUN 1012	Nutrition for Dental Health Services		3	
	Physical Education	1		1
PSY 2012	General Psychology			3
		17	18	7

SOPHOMORE YEAR

DEH 2600	Periodontology	1		
DES 1100C	Elements of Dental Materials	3		
DEH 1303	Pharmacology	1		
DEH 2701	Public Health & Preventive Dentistry		1	
DEH 2830	Practice Administration		1	
DEH 2712C	Dental Health Education	2		
DEH 2806C	Clinical Dental Hygiene III	6		
DEH 2808C	Clinical Dental Hygiene IV		6	
SPC 1600	Fundamentals of Speech		3	
POS 1001*	Introduction to Political Science		3	
		13	14	

* POS 2041 or AMH 2010 may be substituted.

Dental Health Services

DENTAL LABORATORY TECHNOLOGY (A.S. 07-152)

This two-year curriculum includes all the areas of instruction as defined by the Council on Education of the American Dental Association. It is designed to conform to the policies and regulations of the Florida State Dental Society. This program is accredited by the Council on Dental Education of the American Dental Association.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER		
		HOURS CREDIT		
		Fall	Winter	Spring I
DES 1000C	Dental Anatomy	3		
DTE 1000	Orientation and Terminology	1		
DTE 1100C	Complete Denture Techniques I	4		
DES 1100	Elements of Dental Materials.....	2		
DTE 1110C	Cast Inlay & Crown Techniques	2		
ENC 1103	Freshman Communications I	3		
	Physical Education	1		
DTE 1101C	Complete Denture Techniques II		5	
DTE 1120C	Partial Denture Techniques I		2	
CHE 1015	Principles of Chemistry		3	
ENC 1136	Freshman Communications II.....		3	
	Physical Education		1	
DTE 2121C	Partial Denture Techniques II.....			4
DTE 2131C	Orth & Pedo. Removable Appliances			2
		16	14	6

SOPHOMORE YEAR

MAN 1700*	Introduction to Business	3		
DTE 2130C	Special Prosthesis	2		
DTE 1150C	Crown and Bridge Technique I.....	5		
HES 1000**	Perspectives on Healthful Living	2		
POS 1001***	Introduction to Political Science	3		
DTE 1200	Jurisprudence and Ethics		1	
DTE 2151C	Crown and Bridge Technique II		4	
DTE 1140C	Ceramics		7	
		15	12	

*MAN 2770 may be substituted.
**HES 2121 may be substituted.
***POS 2041 or AMH 2010 may be substituted.



DENTAL ASSISTING PROGRAM (Certificate Program CT-153)

This course begins with the Spring II Term and covers a period of two terms plus both sessions of the Spring Term. It is accredited by the American Dental Association Council on Dental Education. In order to utilize the forty-week period in special studies, typewriting is not included in the curriculum but is a co-requisite to the course and proficiency is required for graduation.

COURSE	TITLE	SEMESTER HOURS CREDIT			
		Spring II	Fall	Winter	Spring I
DEA 1010	Introduction to Dental Assisting	1			
DEA 1020	Preclinical Orientation I	3			
DEA 1120	Related Dental Theory		3		
DEA 1100C	Elements of Dental Materials			3	
DEA 1200	Dental Office Practice Management.			3	
DEA 1820C	Intraoral Auxiliary Procedures I		2		
DEA 1821C	Intraoral Auxiliary Procedures II			2	
DEA 1800C	Clinical Practice I		4		
DEA 1801C	Clinical Practice II			4	
DEA 1802C	Clinical Practice III				6
DES 1000C	Dental Anatomy		3		
DES 1200C	Dental Radiology	2			
ENC 1103	Freshman Communications I		3		
PSY 2041	General Psychology			3	
SPC 1600	Fundamentals of Speech			3	
		<hr/> 6	<hr/> 15	<hr/> 18	<hr/> 6

COURSE DESCRIPTIONS

Dental Assisting

DEA 1010 INTRODUCTION TO DENTAL ASSISTING

This course presents, through lecture and student participation, the goals, objectives, ethics, terminology, legal responsibilities, areas of service, and career opportunities of the dental assistant. It identifies the professional organizations and resources available to the dental assistant. 1-0-1* (offered Spring II term)

DEA 1020C PRECLINICAL ORIENTATION

This course presents lecture and practical experience in the identification of instruments, equipment and materials commonly used in the dental environment. Students will participate in sterilizing procedures for instruments, care and maintenance of equipment, taking and recording patient information. 2-3-3* (offered Spring II term)

DEA 1120 RELATED DENTAL THEORY

This course is designed for familiarization of common drugs and medicaments; pharmacological properties, therapeutic applications and any toxicities; also a knowledge of nutrition with emphasis on relationship to oral health. Aspects of general oral pathology are covered in this course. In addition, recognition of dental emergencies and procedures to follow pertaining thereto. 3-0-3* (offered Fall term)

DEA 1200 DENTAL OFFICE PRACTICE MANAGEMENT

Study of the methods by which the dental office/dental clinic are administered. Areas of study relevant to the responsibilities of the dental assistant will include: human relationships and interaction, patient psychology; record keeping, i.e., daily records, appointments, collections, billing, income and social security taxes, recall systems, third party payment forms, office and dental supplies inventory; office housekeeping and maintenance. 3-0-3* (offered Winter term)

DEA 1800C CLINICAL PRACTICE I

The dental assistant student will participate in clinical experience involving patients and dentists performing all functions required of a dental assistant in office/clinic

*Lecture-Lab-Credit Hours

Dental Health Services

setting. Student will have additional assignment responsibilities in areas of radiology, team leadership, sterilization, clinical observation, patient reception and office observation. Lecture hours are utilized to present advanced theory. 2-6-4* (offered Fall term)

DEA 1801C CLINICAL PRACTICE II

Continuation of DEA 1800C. 2-6-4* (offered Winter term)

DEA 1802C CLINICAL PRACTICE III

Continuation of DEA 1800C and also includes a supervised externship program utilizing the private dental office, experience and lecture. 2-12-6* (offered Spring I term)

DEA 1820C INTRAORAL AUXILIARY PROCEDURES I

Introductory course designed to offer student participation in specified intraoral procedures. 1-3-2* (offered Fall term)

DEA 1821C INTRAORAL AUXILIARY PROCEDURES II

Continuation of DEA 1820C. 1-3-2* (offered Winter term)

Dental Hygiene

DEH 1000 ORAL HYGIENE

This course is designed to acquaint the dental hygiene student with the duties and responsibilities required of her to obtain and maintain optimum oral health for each patient. Emphasis will be placed on the preventive procedures which can be utilized to aid in decreasing the incidence of oral diseases (i.e., oral physiotherapy techniques, adjuncts to toothbrushing, and other plaque control measures). Included in this course will be information on the factors involved in retention of dental deposits: soft, hard, and stains. The etiology, composition, removal, and prevention of these accretions will be discussed. A correlation will be drawn between good oral hygiene vs. poor oral hygiene and its relationship to the etiology of dental caries and periodontal disease. Discussion will also include oral hygiene care of dental appliances for the patient at home, and their insertion and removal techniques. 1-0-1* (offered Fall term)

DEH 1303 PHARMACOLOGY

The objectives of this course is to familiarize hygiene students with the basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutical preparations used in dentistry. 1-0-1* (offered Fall term)

DEH 1410 GENERAL AND ORAL HISTOLOGY/PATHOLOGY

This course deals with the normal microscopic structure and morphology of the tissues of the body with emphasis on the teeth and supporting structures. It deals with the early embryonic development of the structures of the head and neck. Related to this, the course will cover the general pathology of common diseases and the specific study of pathological conditions of the mouth, teeth and supporting structures and their relationship to systemic diseases. This course will not include in-depth content in periodontology. 3-0-3* (offered Winter term)

DEH 1800C CLINICAL DENTAL HYGIENE I

The objectives of this course are to instruct the student in the techniques of instrumentation and polishing of teeth utilizing the dental manikin and transferring the procedures to human patients. Instrument techniques must be mastered before a student may go on to clinical practice. This course also includes sterilization techniques, medical history procedures, oral inspection and evaluation. 1-6-3* (offered Fall term)

DEH 1802C CLINICAL DENTAL HYGIENE II

(Prerequisite: A grade of "C" or above is required in Clinical Dental Hygiene courses DEH 1800C, DEH 1802C, DEH 2806C, DEH 2808C.) Students will be required to complete a specific number of dental prophylaxes for adults and children in the clinic

* Lecture-Lab-Credit Hours

under the supervision of the clinical supervisor and staff. This course will also include practical experience in dental radiology. 1-9-4* (offered Winter term)

DEH 2600 PERIODONTOLOGY

This course deals with the clinical and histological characteristics of periodontal anatomy, and the classification and basic etiology of periodontal diseases. More specifically, the content includes gingivitis, gingival enlargement, periodontitis, periodontosis, periodontal occlusal trauma, gingival recession, periocoronitis, abscess and cysts; examination, diagnosis, prognosis and treatment planning; plaque control in periodontal therapy; root planing; surgical periodontal procedure including gingival curettage. 1-0-1* (offered Fall term)

DEH 2701 PUBLIC HEALTH AND PREVENTIVE DENTISTRY

A study of present day philosophy and practices of Public Health and Public Health Dentistry. A study of the newest concepts of Preventive Dentistry, its meaning and aims and the responsibilities of the dental hygienist in this field of practice. 1-0-1* (offered Winter term)

DEH 2712C DENTAL HEALTH EDUCATION

This is a series of lectures to familiarize the dental hygienist with the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups and office patients. 1-2-2* (offered Fall term)

DEH 2806C CLINICAL DENTAL HYGIENE III

This course is a continuation of Clinical Dental Hygiene II. 2-12-6* (offered Fall term)

DEH 2808C CLINICAL DENTAL HYGIENE IV

This course is a continuation of Clinical Dental Hygiene III. 1-15-6* (offered Winter term)

DEH 2830 PRACTICE ADMINISTRATION

This course is concerned with the principles of dental ethics and economics as it relates to the dental hygienist. The course will also include a study of jurisprudence, office procedures and obtaining a position. 1-0-1* (offered Winter term)

Dental Support

DES 1000C DENTAL ANATOMY

The study of the structure, morphology, and function of the primary and permanent dentitions. Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 2-2-3* (offered Fall term)

DES 1100 ELEMENTS OF DENTAL MATERIALS

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. 2-0-2* (offered Fall term for Dental Hygiene and Dental Lab Tech. Offered Winter term for Dental Assisting)

DES 1100L LABORATORY FOR DENTAL MATERIALS

Laboratory for DES 1100. 0-3-1* (offered Fall term for Dental Hygiene and Dental Lab Tech. Offered Winter term for Dental Assisting)

DES 1200C DENTAL RADIOLOGY

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting X-rays. Laboratory procedures will include application of these techniques in clinical practice. 1-2-2* (Offered Spring II for Dental Assisting; Winter term for Dental Hygiene)

Dental Lab Technology

DTE 1000 ORIENTATION AND TERMINOLOGY

The course is designed to acquaint the student with the role of the dental technician

Lecture-Lab-Credit Hours

Dental Health Services

as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. 1-0-1* (offered Fall term)

DTE 1100C COMPLETE DENTURE TECHNIQUES I

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, an mounting casts. The set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered. 2-6-4* (offered Fall term)

DTE 1101C COMPLETE DENTURE TECHNIQUES II

Continuation of DTE 1100C 2-9-5* (offered Winter term)

DTE 1110C CAST INLAY AND CROWN TECHNIQUES

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourths crown, full and veneer-faced crowns. It also includes the methods of soldering. 1-2-2* (offered Fall term)

DTE 1120C PARTIAL DENTURE TECHNIQUES I

The basic techniques used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction is covered. 1-3-2* (offered Winter term)

DTE 1150C CROWN AND BRIDGE TECHNIQUE I

Technical procedures required in the construction of fixed bridges from various types of impressions. 2-9-5* (offered Fall term)

DTE 1200 JURISPRUDENCE AND ETHICS

A knowledge of the legal aspects of the dental practice and dental laboratory business including the code of ethics for dental laboratory technicians. 1-0-1* (offered Winter term)

DTE 1140C CERAMICS

A course on the manipulation of porcelain in the construction of jacket crowns and inlays including staining and characterization, also, it includes techniques for bonding porcelain to metal in bridgework and the design and construction of thimble type restorations 3-12-7* (offered Winter term)

DTE 2130C SPECIAL PROSTHESIS

A technical review of courses covered to acquaint the student with latest developments. An introduction to come of the unique procedures and specialties in dental laboratory technology. 1-2-2* (offered Fall term)

DTE 2121C PARTIAL DENTURE TECHNIQUES II

An advanced course covering cast partial denture construction including the use of precision and semi-precision attachments. 2-6-4* (offered Spring I term)

DTE 2130C SPECIAL PROSTHESIS

A technical review of courses covered to acquaint the student with latest developments. An introduction to come of the unique procedures and specialties in dental laboratory technology. 1-2-2* (offered Fall term)

DTE 2131C ORTHO AND PEDO REMOVABLE APPLIANCES

The student will acquire the knowledge and skill required to fabricate and repair selected orthodontic wrought wire and self-curing plastic appliances. 1-2-2* (offered Spring I term)

DTE 2151C CROWN AND BRIDGE TECHNIQUE II

Advanced techniques to include the use of various types of facings and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. 1-9-4* (offered Winter term)

*Lecture-Lab-Credit Hours

Engineering Technology

FACULTY: Rader (Chairperson), Book, Bussell, Carlos, Church, Gans, Millard.

MAJORS:

It is possible to complete some programs in four regular semesters. However, depending upon the student's entry level and the frequency of course offerings, certain programs will require the attendance at one or more summer sessions.

ASSOCIATE DEGREE PROGRAMS (A.S.)

Air Conditioning and Refrigeration Technology
 Building Construction Management
 Building Officials and Inspectors Program
 Commercial Pilot Technology
 Drafting and Design Technology
 Electrical Distribution Technology
 Electronics Technology
 Fire Science Technology
 Land Surveying

CERTIFICATE PROGRAMS

Air Conditioning and Refrigeration Specialist
 Drafting Specialist
 Surveyor's Aid

COLLEGE PARALLEL PROGRAMS (A.A.) Bulding Construction
 Engineering (all branches)
 Industrial Arts (Teacher)

COURSE PREFIXES: ASC, ATF, BCN, CDA, EGN, ETC, ETD, ETE, ETG, ETI, ETM, FFP, MTB

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (A.S. 08-183)

The Air conditioning and Refrigeration Technology Program at Palm Beach Junior College begins with the most basic and fundamental concepts of theory and practice and progresses into the more technically advanced area. Some General Education courses are included in the curriculum. Upon completion of the course of study, the graduate will be qualified to enter any of the many possible vocations found in the rapidly growing fields of air conditioning and refrigeration today.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ETE 1001C	Essentials of Electricity	4	
ETM 1613C	Principles of Refrigeration.....	3	
ETM 1600C	Air Conditioning Shop	3	
MTB 1321	Technical Mathematics I	3	
ENC 1103	Freshman Communications I	3	
ETM 1610C	Principles of Air Conditioning.....		3
ETM 1614C	Refrigeration Cycles & Systems		3
ETD 1501C	Drafting for Air Conditioning		2
MTB 1322	Technical Mathematics II.....		3
ENC 1136	Freshman Communications II.....		3
	Physical Education		1
		<hr/> 16	<hr/> 15

Engineering Technology

SOPHOMORE YEAR

ETM 2630	Air Conditioning Systems	3	
ETM 2633	Commercial Refrigeration Systems.....	3	
ETM 2650C	Control Systems for Refrigeration & Air Conditioning.....	4	
ETM 2750C	Planning of Air Conditioning Systems	3	
HES 1400	Standard First Aid & Personal Safety	1	
	Physical Education	1	
ETM 1612	Heating and Ventilation		3
ETM 2660C	Air Distribution and Layout		4
ETM 2671C	Refrigeration Equipment of A-C Systems		3
AMH 2010*	U.S. History to 1865		3
ETI 2633	Industrial Relationships.....		3
		15	16

*POS 1001 or POS 2041 may be substituted.

ASSOCIATE DEGREE PROGRAMS (A.S.):

COMMERCIAL PILOT TECHNOLOGY (A.S. 08-197)

Successful completion of this program is designated to qualify students for a commercial pilot's license.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ASC 1000	Introduction to Aviation Ground School	2	
ENC 1103	Freshman Communications I	3	
SOC 1200	Introduction to the Social Sciences	3	
MTB 1321	Technical Mathematics I	3	
ASC 1640	Propulsion Systems.....	3	
	Physical Education	1	
ASC 1001	Private Pilot Ground School		3
ASC 2550	Aerodynamics		3
AFT 1100	Flight—Private		3
MTB 1322	Technical Mathematics II.....		3
ENC 1136	Freshman Communications II.....		3
	Physical Education		1
		15	16

SOPHOMORE YEAR

ASC 1100	Commercial/Instr. Pilot Ground School	3	
AFT 2200	Flight—Commercial.....	6	
PSC 1513	Survey of Physical Science I.....	3	
POS 1001*	Introduction to Political Science	3	
HES 1000**	Perspectives on Healthful Living	2	
ASC 2690	Instrument Ground School		3
AFT 2300	Flight/Instrument		3
ASC 2110	Advanced Navigation & Meteorology		3
ASC 2005	Aerospace and Air Travel		3
PSC 1341	Survey of Physical Science II		3
PSC 1341L	Physical Science Laboratory		1
		17	16

*AMH 2010 or POS 2041 may be substituted.

**HES 2121 may be substituted.

The following credit shall be given if a student holds:

Private License	Commercial License	Instrument License
ASC 1000	ASC 1000	ASC 2690
ASC 1001	ASC 1001	AFT 2300
AFT 1100	AFT 1100	ASC 1000
	ASC 1100	ASC 1001
	AFT 2200	AFT 1100
		AFT 2200

BUILDING CONSTRUCTION MANAGEMENT (A.S. 08-198)

This Building Construction curriculum is designed for persons currently employed in the construction business who wish to advance themselves in the management area. A student who wishes a certificate rather than an Associate in Science Degree may do so by completing only the Building construction courses and qualifying for the Building Construction Experience credit.

BUILDING CONSTRUCTION COURSES

COURSE	TITLE	SEMESTER HOURS CREDIT
BCN 1272	Plans Interpretation	3
BCN 1616	Advanced Construction Estimating	3
BCN 1750	Construction Finance	3
BCN 1740	Construction Law	3
BCN 2220	Construction Materials and Methods	3
BCN 2712	Construction Supervision Procedure	3
BCN 2941	Building Construction Experience	4
BCN 1280***	Project Layout	3
		<u>25</u>

ADDITIONAL COURSES REQUIRED FOR A.S. DEGREE

ETC 2321C	Surveying I	4
ETD 1110C	Introduction to Technical Drawing	2
BCN 2253C	Architectural Drafting	3
ENC 1103	Freshman Communications I	3
ENC 1136	Freshman Communications II	3
HES 1000*	Perspectives on Healthful Living	2
HES 1400	Standard First Aid & Personal Safety	1
BCN 1210	Building Construction Materials	3
	Physical Education	2
POS 2041**	American National Government	3
PSC 1341	Physical Science II	3
SOC 1200	Introduction to the Social Sciences	3
MTB 1321	Technical Math I	3
MTB 1322	Technical Math II	3
		<u>38</u>

*HES 2121 may be substituted.

**POS 1001 or AMH 2010 may be substituted.

***BCN 1280C PROJECT LAYOUT may be A.S. credit for graduation in the Building Construction Management Program and the Building Officials and Inspectors Program in lieu of any of the above construction courses.

Engineering Technology

BUILDING OFFICIALS AND INSPECTORS PROGRAM (A.S. 08-200)

This curriculum is designed to instruct and upgrade the students in the field of Building Inspection. It is based on the two-year program outlined by the B.O.A.F. Certification Board.

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
BCN 1272	Plans Interpretation.....	3	
BCN 1760	Principles of Codes & Code Administration	3	
BCN 1764	Principles of Bulding Code Compliance & Building for the Handicapped.....	3	
BCN 1763	Fundamentals of Building Codes.....	3	
BCN 1502	Fundamentals of Plumbing Codes.....	3	
BCN 1523	Fundamentals of Electrical Codes	3	
BCN 2561	Electro-Mechanical Building Systems	3	
BCN 2770	Building Department Administration	3	
BCN 2220	Construction Materials and Methods	2	
FFP 2300	Related Fire Codes & Ordinances	3	
BCN 1210	Building Construction Materials	3	
		<u>32</u>	

ADDITIONAL COURSES FOR A.S. DEGREE

ETC 1110C	Introduction to Technical Drawing	2	
BCN 2253C	Architectural Drafting	3	
MTB 1321	Technical Math I	3	
MTB 1322	Technical Math II	3	
BCN 2400	Construction Mechanics	3	
SPC 1600	Fundamentals of Speech	3	
SOC 1200	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science	3	
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communciations II.....	3	
HES 1000**	Perspectives on Healthful Living	2	
	Physical Education	2	
		<u>33</u>	

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted.

DRAFTING AND DESIGN TECHNOLOGY (A.S. 08-178)

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year presents drafting techniques in such design areas as are in the responsibility of the draftsman.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER		
		Fall	Winter	Spring
ENC 1103	Freshman Communications I	3		
PSC 1341	Survey of Physical Science II	3		
PSC 1341L	Physical Science Laboratory	1		
ARV 1100C	Photography I	2		
	Physical Education	1		
EGR 1130C	Engineering Graphics I.....	2		
MTB 1321*	Technical Mathematics I	3		
EGR 1120C	Engineering Graphics II		3	
MTB 1322*	Technical Mathematics II.....		3	
SOC 1200	Introduction to the Social Sciences		3	
ETI 1411C	Manufacturing Processes		3	
ETD 1700	General Drafting I		3	
ETD 1701	General Drafting II.....			3
		<u>15</u>	<u>15</u>	<u>3</u>

SOPHOMORE YEAR

BCN 2253C	Architectural Drafting	3	
BCN 1210	Construction Materials	3	
ETD 2801	Technical Illustration	3	
ETG 2530C	Properties of Material	4	
POS 2041**	American National Government	3	
ENC 1136***	Freshman Communications II		3
ETD 2711C	Machine Drafting		2
ETD 2450	Advanced Engineering Design		3
ETI 2633	Industrial Relationships		3
HES 1000****	Perspectives on Healthful Living		2
	Physical Education		1
		<hr/> 16	<hr/> 14

*1104 or MAC 1144 may be substituted.

**POS 1001 may be substituted.

***ENC 1313 may be substituted.

****HES 2121 may be substituted.

ELECTRICAL DISTRIBUTION TECHNOLOGY (A.S. 08-180)

This program provides the basic principles of electrical power distribution technology. The student is prepared for employment or advancement in a field of the generation, distribution or use of electrical power. The laboratory experiences provide the familiarization and operational procedures of equipment reflective of this technology.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ETD 1601C	Electrical Drafting		2
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
ETE 1010C	D.C. Circuits	4	
ETE 1020C	A.C. Circuits		4
HES 1400	Standard First Aid & Personal Safety		1
	Physical Education	1	1
SOC 1200	Introduction to the Social Sciences	3	
POS 1001	Introduction to Political Science		3
MTB 1321*	Technical Math I	3	
MTB 1322*	Technical Math II		3
		<hr/> 14	<hr/> 17

SOPHOMORE YEAR

ETC 2321C	Surveying I		4
ETE 2514C	Advanced Electricity	4	
ETE 2210C	Servo-Mechanisms & Instrumentation	4	
ETE 2541	Power Transmission		3
HES 1000**	Perspectives on Healthful Living		2
ETG 2530C	Properties & Testing of Materials	4	
PHY 2023	General Physics I	3	
PHY 2048L	General Physics I Laboratory	1	
PHY 2024	General Physics II		3
PHY 2049L	General Physics II Laboratory		1
	Elective		3
		<hr/> 16	<hr/> 16

*MAT 1002 may be taken by students not testing into MTB 1321 or MTB 1322.

**HES 2121 may be substituted.

***POS 2041 or AMH 2010 may be substituted.

Engineering Technology

ELECTRONICS TECHNOLOGY (A.S. 08-177)

Skilled technicians are needed in increasing numbers to assist in the design, production, operation, and servicing of electrical and electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics, and electronics to practical problems of design and construction on research and development. At Palm Beach Junior College students become familiar with the latest theory and practice in electrical and electronics circuitry, and become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
ETD 1601C	Electrical Drafting		2	
ENC 1103	Freshman Communications I	3		
ENC 1136	Freshman Communications II		3	
ETE 1010C	Electricity and Magnetism	4		
ETE 1020C	Circuit Analysis		4	
HES 1400	Standard First Aid & Personal Safety	1		
POS 1001*	Introduction to Political Science	3		
MTB 1321	Technical Math I	3		
MTB 1322	Technical Math II		3	
	Physical Education	1		
ETE 2633C	Logic Circuits		4	
ETE 2161	Electronics Systems			3
		15	16	3

SOPHOMORE YEAR

ETE 2514C	Advanced Electricity	4		
ETE 2210C	Servo-Mechanisms & Instrumentation		4	
ETE 2010C	Electronics I	4		
ETE 2122C	Electronics II		4	
ETI 2633	Industrial Relationships		3	
	Physical Education	1		
	Electives**	4	4	
		13	15	

*POS 2041 or AMH 2010 may be substituted.

**PHY 2023, PHY 2024, CHM 1045, CHM 1046, MAC 2411, or MAC 2412 must be elected.

FIRE SCIENCE TECHNOLOGY (A.S. 08-195)

The Fire Science Technology curriculum is designed for persons currently employed who wish to advance in various fire service categories. A student wishing to earn a certificate rather than an Associate in Science Degree may do so by completing only the Fire Science Technology courses.

Students in the Fire Science Program may receive 2 semester hours credit for EMT I by presenting a valid current state certificate to the department chairperson.

Eight semester hours credit will be awarded for EMT 2208 EMERGENCY MEDICAL TECHNOLOGY LEVEL II, if the student presents a valid current state certificate to the department chairperson.

Engineering Technology

FIRE SCIENCE COURSES

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
FP 1000	Introduction to Fire Science Technology	3	
FP 1203	Fire Prevention	3	
FP 1600	Fire Apparatus and Equipment	3	
FP 1640	Fire Hydraulics	3	
FP 2300	Related Fire Codes and Ordinances	3	
FP 2320	Building Construction for Fire Protection	3	
FP 2100	Fire Administration	3	
FP 2240	Fire Investigation and Arson Detection	3	
			24

ADDITIONAL COURSES REQUIRED FOR A.S. DEGREE

CHM 1015	Principles of Chemistry	3	
ETD 1110C	Introduction to Technical Drawing	2	
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II	3	
HES 1000*	Perspectives on Healthful Living	2	
HES 1400**	Standard First Aid and Personal Safety	1	
PHI 1100	The Art of Thinking	3	
MGF 1113***	General Education Math I	3	
POS 2112	American State and Local Government	3	
PSY 2012	General Psychology	3	
GPC 1600	Fundamentals of Speech	3	
SOC 1200	Introduction to the Social Sciences	3	
POS 1001***	Introduction to Political Science	3	
	Physical Education	2	
	Elective	3	
			40

*HES 2121 may be substituted.

**A student holding a first aid instructor's course certificate may substitute an elective for HES 1400.

***MAT 1002 may be substituted.

***POS 2041 or AMH 2010 may be substituted.

LAND SURVEYING (A.S. 08-179)

The land surveying program is designed to prepare a student for immediate employment in the land surveying profession in a position less than professional, and to transmit the technical knowledge necessary for the professional registration examination

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		Fall	Winter
ETC 2321C	Surveying I	4	
ETC 2342	Electronic & Geodetic Surveying		3
ETD 2121C	Surveying Drawing		2
ETD 1110C**	Introduction to Technical Drawing	2	
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
HES 1400	Standard First Aid and Personal Safety		1
	Physical Education		1
SOC 1200	Introduction to the Social Sciences	3	
MTB 1321**	Technical Math I	3	
MTB 1322***	Technical Math II		3
	Elective		3
		15	16

Engineering Technology

SOPHOMORE YEAR

ETC 2323C	Surveying II	4	
ETC 2326C	Surveying III		4
ETC 2344	Subdivisions		3
ETC 2339C	Topography and Mapping	3	
ETC 2331	Photogrammetry.....	3	
ETC 2345C	Legal Aspects of Surveying.....	3	
ETC 2334	Land Surveys and Descriptions		3
	Physical Education		1
POS 1001***	Introduction to Political Science	3	
	Elective ****		4
		16	15

*For those with previous drawing experience EGN 1130C is required.

**MAT 1033 or higher math course may be substituted.

***POS 2041 or AMH 2010 may be substituted.

****ACC 1001 or BUL 2111 must be chosen.

CERTIFICATE PROGRAMS:

AIR CONDITIONING AND REFRIGERATION SPECIALISTS (CT. 08-182)

A program designed to provide a broad background in air conditioning theory and practice.

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ETE 1001C	Essentials of Electricity	4	
ETM 1613C	Principles of Refrigeration.....	3	
ETM 1610	Principles of Air Conditioning.....	3	
ETM 1614C	Refrigeration Cycles	4	
ETM 2630	A.C. Systems.....	3	
or			
ETM 1612	Heating and Ventilating	(3)	
MAN 2770	Small Business Management.....	3	
ETD 1110C	Introduction to Technical Drawing	2	
MTB 1321	Technical Math I	3	
HES 1400	Standard First Aid and Personal Safety.....	1	
ETM 1600C	Air Conditioning Shop	3	
		29	

DRAFTING SPECIALIST (CT 08-181)

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ETD 2121C	Surveying Drawing	2	
ETD 1151C	Advanced Drafting.....	3	
EGN 1130C	Engineering Graphics I.....	2	
EGN 1120C	Engineering Graphics II	3	
HES 1400	Standard First Aid and Personal Safety.....	1	
ETI 1411C	Manufacturing Processes	3	
ETG 2530C	Properties and Testing of Materials	4	
MTB 1321	Technical Math I	3	
MTB 1322	Technical Math II	3	
		24	

SURVEYOR'S AID (CT 08-187)

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ETC 2321C	Surveying I.....	4	
ETC 2323C	Surveying II	4	
ETD 2121C	Surveying Drawing	2	
ETD 1110C	Introduction to Technical Drawing	2	
HES 1400	Standard First Aid and Personal Safety.....	1	
MTB 1321	Technical Math I	3	
MTB 1322	Technical Math II	3	
		19	

COLLEGE PARALLEL PROGRAMS (A.A.)**BUILDING CONSTRUCTION (A.A. 08-185)**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ARH 1000	Art Appreciation	3	
or			
MUL 1011	Music Appreciation	(3)	
OC 1300	Computer Theory	3	
GN 1130C	Engineering Graphics I		2
NC 1103	Freshman Communications I	3	
NC 1136	Freshman Communications II		3
IES 1000*	Perspectives on Healthful Living		2
MAC 1104	College Algebra	3	
MAC 1144	Trigonometry and Analytic Geometry		3
	Physical Education	1	1
SOC 1200	Introduction to the Social Sciences	3	
	Electives		3
		16	14

SOPHOMORE YEAR

ACC 1001	Principles of Accounting I	3	
BCN 2253C	Architectural Drafting	3	
	Literature		3
BCN 1210	Construction Materials	3	
BCN 2400	Construction Mechanics		3
MAC 2411	Calculus I		3
PHY 2023	General Physics I	3	
PHY 2048L	General Physics I Laboratory	1	
PHY 2024	General Physics II		3
PHY 2049L	General Physics II Laboratory		1
POS 1001**	Introduction to Political Science	3	
	General Education Electives		3
		16	16

ENGINEERING (A.A. 08-176)

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics along with humanities and the social studies. This provides the engineer not only with necessary prerequisites for further technical studies, but also with a knowledge of the world and its problems; a knowledge necessary to aid the engineer in his engineering career.

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
CHM 1045	General Chemistry I	3	
CHM 1045L	General Chemistry I Laboratory	1	
CHM 1046	General Chemistry II		3
CHM 1046L	General Chemistry II Laboratory		1
EGN 1130C	Engineering Graphics I	2	
EGN 1120C	Engineering Graphics II		3
EGN 1001	Engineering Problems & Orientation	1	
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
MAC 1144	Trigonometry & Analytic Geometry	3	
MAC 2400	Calculus I		3
SOC 1200	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science		3
		16	16

Engineering Technology

SOPHOMORE YEAR

ARH 1000	Art Appreciation		3
or			
MUL 1011	Music Appreciation (3)		
	Literature	3	
HES 1000**	Perspectives on Healthful Living	2	
MAC 2412	Calculus II	3	
MAC 2413	Calculus III		4
	Physical Education	1	1
PHY 2048	General Physics with Calculus I	3	
PHY 2048L	General Physics with Calculus I Lab	1	
PHY 2049	General Physics with Calculus II		3
PHY 2049L	General Physics with Calculus II Lab		1
	Electives***	3	3
		16	15

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted.

***COP 2110 is recommended as an elective.

INDUSTRIAL ARTS (A.A. 08-184)

This program will provide the necessary general education requirements for the first two years of a four-year course leading to a Bachelor's Degree in Industrial Arts Education. In addition, it includes basic courses of the major field for teacher certification in the state of Florida.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS	CREDIT
ARH 1000	Art Appreciation	3	
or			
MUL 1011	Music Appreciation (3)		
EGN 1130C	Engineering Graphics I	2	
EGN 1120C	Engineering Graphics II		3
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
HES 1000*	Perspectives on Healthful Living		2
AMH 2010	U.S. History of 1865		3
MAC 1104	College Algebra	3	
MAC 1144	Trigonometry & Analytic Geometry		3
	Physical Education	1	1
SPC 1600	Fundamentals of Speech		3
SOC 1200	Introduction to the Social Sciences	3	
		15	18

SOPHOMORE YEAR

ARV 1208C	Graphic Arts I	3	
BCN 2253C	Architectural Drafting	3	
	Literature		3
BCN 1210	Construction Materials	3	
PHY 2023	General Physics I	3	
PHY 2048L	General Physics I Laboratory	1	
PHY 2024	General Physics II		3
PHY 2049L	General Physics II Laboratory		1
PSY 2012	General Psychology		3
	General Education Electives***	3	6
		16	16

*HES 2121 may be substituted.

**BSC 1010-BSC 1010L may be substituted.

***Suggested electives: ART 1110C, ART 1111C, SES 1100C, EDF 1005, PHI 1100, EGC 2120.

COURSE DESCRIPTIONS**Aeronautical Studies****ASC 1000 INTRODUCTION TO AVIATION GROUND SCHOOL**

A survey course designed to familiarize the new aviation student with opportunities available in the field of aviation and to introduce basic information required to become a pilot. 2-0-2* (offered Fall & Winter terms)

ASC 1001 PRIVATE PILOT GROUND SCHOOL

(Prerequisite: ASC 1000) A study of all the theory of flight, navigation, meteorology, aircraft performance and regulations required to prepare for the F.A.A. Private Pilot written examination. 3-0-3* (offered Winter term)

ASC 1100 COMMERCIAL/INSTRUMENT PILOT GROUND SCHOOL

(Prerequisite: ASC 1001) An advanced study of aircraft performance, theory of flight, navigation, air traffic control and FARs, with emphasis on advanced flying techniques in preparation for passing the F.A.A. Commercial Pilot written examination and a preview of material on the instrument examination. 3-0-3* (offered Fall term)

ASC 1640 PROPULSION SYSTEMS

An investigation into the theory of engines and the related equipment, engine construction, engine operating procedures. Performance diagnosis and principles of safe engine operation in flight are emphasized. 3-0-3* (on demand)

ASC 2005 AEROSPACE AND AIR TRAVEL

(Prerequisite: ATF 1000) A study of the movement of passengers and air freight and the operation of airlines. Such problems as financing, personnel, training, procurement of equipment, public relations, and other problems related to air carriers and contractors are studied. 3-0-3* (on demand)

ASC 2110 ADVANCED NAVIGATION AND METEOROLOGY

(Prerequisite: ASC 1001) An advanced study of navigation procedures emphasizing radio and electronic navigation. Part of the course will deal with weather theory and interpretation for the advanced pilot. 3-0-3* (offered Winter term)

ASC 2550 AERODYNAMICS

A study of physical principles involved in flight. The theory of airflow, airfoils, and the production of lift and drag are studied and applied to airplane performance, stability, and control. Special attention is given to high-speed and hovering flight. Emphasis is on the understanding of concepts with little attention to mathematical analysis. 3-0-3* (on demand)

ASC 2690 INSTRUMENT GROUND SCHOOL

(Prerequisite: ASC 1100) A continuation of Commercial/Instrument Ground School with emphasis on instrument navigation, flight procedures, approaches, weather for instrument pilots and advanced aircraft performance. Prepares student for F.A.A. instrument examination. (offered Winter term)

Aviation Technology Flight**ATF 1000 FLIGHT—BASIC**

(Co-requisite: ASC 1000) A scientific introduction to flight, through actual flight experience and lectures held by a qualified flight instructor. Course includes 10 hours of dual flight instruction. This course will place the student in a more favorable position to qualify for the private pilot's certificate. 1-2-2* (on demand)

ATF 1100 FLIGHT—PRIVATE

F.A.A. Private Pilot's license requires 20 hours of dual flight instruction and 20 hours of solo flight. To successfully pass the F.A.A. examination, appropriate ground school should be included. 3-0-3*

ATF 2200 FLIGHT—COMMERCIAL

F.A.A. Commercial Pilot's license requires 250 hours of flight time, 50 hours of dual

Engineering Technology

flight instruction, and the balance solo flight time. Several flight hours may be saved by attending a F.A.A. approved ground and flight school. The student is given examinations in both flight and ground subjects by the F.A.A. Six semester hours credit.

ATF 2300 FLIGHT—INSTRUMENT

For an instrument rating, the F.A.A. requires at least 200 hours of pilot flying time, plus 20 hours of instrument instruction, and 20 hours of pilot instrument time, with appropriate ground school. F.A.A. Flight and Ground examinations must be passed. Three semester hours credit.

NOTE: All students enrolling in the Commercial Pilot Technician A.S. Degree program at Palm Beach Junior College must follow the procedure below to receive credits for flight courses required to complete the A.S. Degree.

1. All flight time must be logged and certified by an appropriate F.A.A. certified flight instructor for the rating for which credit is being sought.
2. Minimum flight time requirements for part 61 or part 141 FAR's must be met.
3. All written examinations required for the rating sought must be passed with at least a minimum grade as specified by the F.A.A.
4. Written proof of passing the required F.A.A. check ride must be submitted to the instructor or department chairperson before credit may be granted for the following courses: ATF 1100, ATF 2200, ATF 2210 and ATF 2300.
5. Proof of passing the appropriate F.A.A. written examination with a mark of 85% or higher will be considered for credit for the following ground school courses when appropriately documented and submitted to the instructor or department chairperson. ASC 1000, ASC 1100, and ASC 2690.

In order to qualify for reduced flight time requirements under part 141, the student must take flight training from an approved flight school and ground training from an approved ground school.

The instructor or department chairperson will provide a list of currently approved flight schools for the student to select and the college-offered courses will serve to meet the 141 ground school requirements.

Building Construction

BCN 1210 BUILDING CONSTRUCTION MATERIALS

(Co-requisite: BCN 2253C) Sources, properties, and uses of construction materials. 3-0-3*

BCN 1272 PLANS INTERPRETATION

A course designed to develop the student's ability to read and interpret working drawing and specifications as used in the construction industry. 3-0-3*

BCN 1280 PROJECT LAYOUT

A study of the elementary theory and practice of plane surveying including taping, differential and profile leveling, cross sectioning, earthwork computing; and transit, stadia, and transit-tape surveying. 3-0-3*

BCN 1502 FUNDAMENTALS OF PLUMBING CODES

A thorough investigation of the current edition of the Standard Plumbing Code. Particular attention will be placed on plumbing inspection techniques. Existing methods and new trends in the plumbing field will also be studied. 3-0-3*

BCN 1523 FUNDAMENTALS OF ELECTRICAL CODES

An examination of N.F.P.A. No. 70, current edition, better known as the National Electrical Code (N.E.C.). Emphasis will be on electrical code inspection techniques and examining the N.E.C. from an electrical inspector's point of view, keeping in mind current methods, while being open to new trends. 3-0-3*

BCN 1616 ADVANCED CONSTRUCTION ESTIMATING

An analysis and determination of building construction costs. Commences with the classification of materials, labor, and sub-contracted work into the smallest

*Lecture-Lab-Credit Hours

manageable units. Estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings. Includes indirect and overhead costs, the preparation of bid proposals and related documents. 3-0-3*

CN 1740 CONSTRUCTION LAW

A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and sub-contractor; materialmen and mechanics lien law; bonds; labor law; O.S.H.A.; Workmans Compensation; taxes; and other statutes and ordinances regulating contractors. 3-0-3*

CN 1750 CONSTRUCTION FINANCE

A study of building construction financing and related contract requirements. Topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provisions, cost extras, performance and bid bonds, company profits, cash flow, business loans, and insurance. 3-0-3*

BCN 1760 PRINCIPLES OF CODES AND CODE ADMINISTRATION

This course is an overview of the several codes which relate to the building trades. Special attention will be given to the responsibility of a building inspector. 3-0-3*

BCN 1763 FUNDAMENTALS OF BUILDING CODES

A more in-depth study of the key chapters of the current edition of the Standard Building Code including but not limited to: foundations, footings and excavations, masonry construction, steel construction, concrete construction, wood construction and how the various codes govern these areas of the construction industry and how they relate to building inspectors. Inspection techniques will also be studied. 3-0-3*

BCN 1764 PRINCIPLES OF BUILDING CODE COMPLIANCE AND BUILDING FOR THE HANDICAPPED

The intent of this course is to familiarize the student with regulations concerning compliance with the building code and the laws pertaining to making buildings and facilities accessible to, and usable by, the physically handicapped. 3-0-3*

BCN 2220 CONSTRUCTION MATERIALS AND METHODS

Designed primarily for the student with some work experience in the construction industry. Current construction methods are analyzed and classified with special attention given on how they evolved. Developments in new materials and systems are also discussed with emphasis on applications and future trends in South Florida. 3-0-3*

BCN 2253C ARCHITECTURAL DRAFTING

(Prerequisite: ETD 1110C or EGN 1130C or equivalent; co-requisite: BCN 1210) Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through projects. 1-5-3*

BCN 2400 CONSTRUCTION MECHANICS

(Prerequisite: PHY 2020C; co-requisite MAC 2411) The study of external forces, thrust analysis and geometric properties of members as applied to the design of structure. 3-0-3* (offered Winter term)

BCN 2561 ELECTRO-MECHANICAL BUILDING SYSTEMS (H.A.R.V.)

A study of the various electro-mechanical systems such as heating, air conditioning, refrigeration and ventilation. Emphasis will be placed on the codes and standards that govern these systems including but no limited to: the Standard Mechanical Code, the Standard Building Code, N.F.P.A., the Standard Gas Code, American Society of Heating, Refrigeration and Air Conditioning Engineers, National Warm Air Heating and Air Conditioning Association and the Sheet Metal and Air Conditioning Contractor's National Association. Attention will be placed on how these codes and standards relate to inspection techniques. 3-0-3*

Engineering Technology

BCN 2712 CONSTRUCTION SUPERVISION PROCEDURE

Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel, and technical and professional individuals. Includes problems of delegation of authority, accountability, morale, motivation, grievances, human relations, leadership, and incentive as encountered in building construction. 3-0-3*

BCN 2765 CONTRACTS, SPECIFICATIONS, CODES, AND ESTIMATES AND COSTS

A course designed to teach the methods and procedures of consummating an engineering contract with code and cost limitations. 3-0-3*

BCN 2770 BUILDING DEPARTMENT ADMINISTRATION

A comprehensive study and review of the administration of a municipal building department including purpose, organization, the building official—his duties and responsibilities—codes and standards, personnel requirements, supervision and training, the public sector, supplies and equipment, forms, records and reports, legal aspects, building department programs and new concepts. 3-0-3*

BCN 2941 BUILDING CONSTRUCTION EXPERIENCE

Credit will be given to a person who can document four years of bona fide experience toward journeyman level tradesmanship. 4-0-4*

Engineering: General

EGN 1001 ENGINEERING PROBLEMS AND ORIENTATION

This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule, and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities, and educational requirements for the principal fields of the engineering profession. 1-0-1* (offered Fall & Winter terms)

EGN 1120C ENGINEERING GRAPHICS II

(Prerequisite or co-requisite: EGN 1130C) This course is the application of the principles learned in EGN 1130C, for the preparation of engineering working drawings which include in addition to orthographic projection, dimensioning, tolerancing sectional views, and threads and fasteners. Inking, design principles, charts and graphs are also included. 1-5-3* (offered Fall, Winter & Spring I)

EGN 1130C ENGINEERING GRAPHICS I

(Prerequisite: ETD 1110C or one year senior high school drafting or its equivalent) This course deals with the study of spatial relations, and analysis of points, lines and surfaces (Descriptive Geometry), as a form of engineering communication. Manipulation of vectors and techniques of graphical solutions are also included. 1-3-2* (offered Fall, Winter & Spring II)

Engineering Technology: Civil

ETC 2321C SURVEYING I

Introduction to the profession of land surveying and the field measurement techniques involved; use and construction of the surveyor's transit; taping techniques; leveling; elementary computations dealing with angles, bearings, right triangle trig, and horizontal curves; notekeeping. 2-4-4* (offered Fall & Winter terms)

ETC 2323C SURVEYING II

(Prerequisite: ETC 2321C or suitable experience) A study of field techniques, and their associated computations; adjustment of a transit; errors in angle measurements; errors in distance measurements; field techniques of traversing; traverse computations (closure and balancing); field techniques of type points to control; tie-in computations; layout of horizontal curves; horizontal curve computations; field techniques and computations of precise levels; vertical curve computations. 2-4-4* (offered Fall term)

*Lecture-Lab-Credit Hours

TC 2326C SURVEYING III

(Prerequisite: ETC 2323C or suitable experience) A study of the advanced surveying office computations; traverse, horizontal curve, and vertical curve review; coordinates; area by D.M.D. and coordinates; partitioning problems; intersection problems (Line-line, line-curve, curve-curve); missing traverse parts; compound and reverse curve computations; spirals; principles of significant figures and solution analysis. 2-4-4* (offered Winter term)

TC 2331 PHOTOGRAMMETRY

(Prerequisite: ETC 2321C or suitable experience) A study of the geometrical characteristics of photographs and photogrammetric equipment: flight planning and control; photogrammetric measurements; rectification; radial line plotting; parallax measurements; stereo plotter operation. 3-0-3* (offered Fall term)

TC 2334 LAND SURVEYING AND DESCRIPTIONS

(Prerequisite: ETC 2345 and ETC 2323C or suitable experience) A study of the construction of land descriptions and techniques of surveying the boundaries of a described parcel of land; metes and bounds descriptions and surveys; lot and block descriptions and surveys; sectional descriptions and surveys; water boundary descriptions and surveys. (Including all associated computations.) 3-0-3* (offered Winter term)

TC 2339C TOPOGRAPHY AND MAPPING

(Prerequisite: ETC 2321C and ETD 2121C or suitable experience) A study of the field and drafting techniques of map construction; control surveys, detail surveys, transit-tape; transit-stadia; plane table; map drafting; contour construction; use of contour maps; cross-section field work and drafting; earthwork computations; theory and use of state plane coordinate systems; map reproduction techniques. 2-3-3* (offered Fall term)

TC 2342 ELECTRONIC AND GEODETIC SURVEYING

(Prerequisite: ETC 2321C or suitable experience) A study of electronic distance measurements and geodetic techniques in surveying, theory, construction and use of electronic measuring devices (geodimeter, tellurometer, range-laser, Hewlett-Packard, and others); applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc.); geodetic corrections to surveys of large extent. 3-0-3* (offered Winter term)

TC 2344 SUBDIVISIONS

(Co- or prerequisite: ETD 2121C and ETC 2326C or suitable experience) A study of plat construction from tract description to final record plat; plat drafting; necessary computations; lettering; meaning of legal parts; current plat laws and regulations. 3-0-3* (offered Winter term)

TC 2345 LEGAL ASPECTS OF SURVEYING

(Prerequisite: ETC 2321C or suitable experience) A study of the legal principles of boundary location and professionalism; history of boundary surveys; sectional surveys; legal descriptions, property transfer; resurveys; subdivision plats; surveyor in court; water boundaries. 3-0-3* (offered Fall term)

Engineering Technology: Drafting**TD 1110C INTRODUCTION TO TECHNICAL DRAWING**

This course is designed for the modern student, who realizes the need for communication with the world of technology. It is also a beginning course for students of engineering and technology. It deals with the fundamental principles of the graphic language (the language of industry), and is developed for students without previous mechanical drawing experience. Topics include: use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading. 1-3-2* (offered Fall, Winter, Spring I & II)

Engineering Technology

ETD 1501C DRAFTING FOR AIR CONDITIONING

(Prerequisite: ETD 1110C or high school drafting or experience) This course is designed to give students of the air-conditioning technology program a basic knowledge of architectural structure and drawing surface developments for duct work and electrical schematics. 1-3-2* (offered Winter term)

ETD 1601C ELECTRICAL DRAFTING

This course gives particular attention and practice to electrical and electronic symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, charts and graphs and chassis. 1-3-2* (offered Winter term)

ETD 1700 GENERAL DRAFTING I

(Co- or prerequisite: EGN 1120C) This course is designed to extend drafting principles and techniques into a variety of industrial and engineering related fields; e.g., electrical, topographical, piping, etc. 1-5-3* (offered Winter term)

ETD 1701 GENERAL DRAFTING II

(Co- or prerequisite: EGN 1120C) A continuation of ETD 1700, including sheetmetal, welding and structural. 1-5-3* (offered Spring I term)

ETD 2121C SURVEYING DRAWING

(Prerequisite: ETC 2321C and ETD 1110C or suitable experience) An introduction to the drafting techniques and drawings of surveying; lettering; line technique; geometry; lot survey plats; traverse plotting; horizontal, compound, and reverse curves; vertical curves; highway plan, profiles and cross-sections. 1-3-2* (offered Winter term)

ETD 2450 ADVANCED ENGINEERING DESIGN

(Co- or prerequisite: ETD 2711) A study of principles, practices and standards of machine drafting in original design as applied to industrial processes. Topics include jig and fixture design; punch and die set design; gauging; and selected advanced project. 1-5-3* (offered Winter term)

ETD 2711C MACHINE DRAFTING

(Prerequisite: EGN 1120C) A study of principles, practices and standards of machine drafting as applied to power transmission. Topics include: basic drive units, couplings, bearings, seals, cams, linkages, actuators and fluid power. Industrial catalogs and publications are used in design problems. 1-3-2* (offered Winter term)

ETD 2801C TECHNICAL ILLUSTRATION

(Prerequisite: EGN 1120C or consent of instructor) This course deals primarily with translation of ortho-graphic drawings into three-dimensional, pictorial representations. Topics include: axonometric drawings; perspectives, and illustration techniques in shading, rendering and airbrush. 1-5-3* (offered Fall term)

Engineering Technology: Electrical

ETE 1001C ESSENTIALS OF ELECTRICITY

This course covers basic circuit theory, electrical and electronic controls systems, electric motor circuits, servo-mechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. 3-2-4* (offered Fall term)

ETE 1010C ELECTRICITY AND MAGNETISM

This course stresses a step-by-step development of principles to aid students in gaining a sound understanding of electric circuit behavior. The purpose is to approach the topics for discussion on a qualitative level before leading the student into extensive mathematical relationships. Topics and parallel circuits, capacitance, inductance, reactance and both DC and AC measurements. These measurements are stressed in laboratory. 3-2-4* (offered Fall term)

ETE 1020C CIRCUIT ANALYSIS

(Prerequisite: ETE 1010C) This course is a study which enables the student to derive

*Lecture-Lab-Credit Hours

network techniques from an understanding of electrical principles. The purpose is to enable the student to examine and evaluate various methods of network analysis and permit qualitative examination of circuit behavior. Topics include vector algebra, vector diagrams. Kirchoff's law application to DC and AC circuits, and polyphase circuits. Electrical instruments and measurements are stressed in laboratory. 3-2-4* (offered Winter term)

ETE 2101C ELECTRONICS I

(Prerequisite: ETE 1020C) This course is a study of thermionic emission characteristics of diodes, triodes and multi-element electron tubes including semi-conductors and their associated circuits. Rectifier and single stage amplifier is stressed. Single stage feed-back amplifiers and oscillators are also included. 3-2-4* (offered Fall term)

ETE 2122C ELECTRONICS II

(Prerequisite: ETE 2101C) This course is a study of voltage, current and power coupling devices as used in audio and video amplifiers, radio receivers, and transmitters. Antennas, wave propagation, transmission lines, and wave guides are also included. 3-2-4* (offered Winter term)

ETE 2161 ELECTRONICS SYSTEMS

(Prerequisite: ETE 2101C; co-requisite: ETE 2122C) This course is a study of industrial electronic systems including teletype, telephoto, television, radar, telemetering, multiplexing, and electronic computers. Field trips to local plants are arranged. 3-0-3* (offered Spring I)

ETE 2210C SERVO-MECHANISMS AND INSTRUMENTATION

(Prerequisite: ETE 1020C) A study of self-connecting systems for DC, AC, and electronic systems under recognized standard tests in the laboratory. The course includes the theory, operation and control of servo-mechanisms. 3-2-4* (offered Fall term)

ETE 2514C ADVANCED ELECTRICITY

(Prerequisite: ETE 1020C) This course is a study of DC and AC energy and machinery with emphasis on graphical and numerical analysis methods. Also included is the study of electrical mathematics, and analysis geometry as applicable to electrical problems. 3-2-4* (offered Fall term)

ETE 2541 POWER TRANSMISSION

(Prerequisite: ETE 2514C) This course is a study of the theory and application of electrical equipment used in the generation, transmission and distribution of electric power with emphasis on distribution equipment. (Generators, sub-station, aerial and underground power lines, transformers, regulators, capacitors, relays, etc.) 3-0-3* (offered upon demand)

ETE 2633C LOGIC CIRCUITS

(Prerequisites: ETE 1010C or MAC 1144) This course is a study of modern logic circuits and computer blocks. The logic circuits covered are AND, OR, NAND, and NOR gates. The blocks include pulse circuits, basic multi-vibrator circuits—bistable (flip-flop), monostable (one shot), astable (clock) and Schmitt trigger circuit. 3-2-4* (offered Winter term)

ETG 2530C PROPERTIES AND TESTING OF MATERIALS

(Prerequisite: ETI 1411C) Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failures, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. 3-2-4* (offered upon demand)

ETG 2910 TECHNICAL PROBLEMS

(Prerequisites: ETC 2323C, ETD 2121C, ETC 2331; or suitable experience) A guided self study into a specialty area of land surveying. Student has an option of stereo

Engineering Technology

plotter operation, advanced drafting, control surveys and adjustments, sectional surveys, computer programming of surveying problems, or other approved specialties. 3-0-3* (offered upon demand)

Engineering Technology: Industrial

ETI 1411C MANUFACTURING PROCESSES

This course is designed to provide a background of knowledge covering the various manufacturing materials and the fundamental types of manufacturing methods. Through lecture, demonstration, and practical applications the student is given the opportunity to become familiar with the various types of machine tools, tooling, measuring, and inspection procedures. Automation is introduced and information is presented to acquaint the student with the modern practices of numerical control for machine tools and the uses of transfer and special machines. 2-2-3* (offered Winter term)

ETI 2633 INDUSTRIAL RELATIONSHIPS

In this course an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered, including the writing of a "Personal Data Sheet" and techniques of applying for a job. 3-0-3* (offered Winter term)

Engineering Technology: Mechanical

ETM 1600C AIR CONDITIONING SHOP

This course covers laboratory training in the use of basic hand and machine tools used by the trade. Measurement layout and fabrication of duct components with various connection methods including welding, folding and riveting. Metal and fiber board ducting practices are covered along with sweat and screw pipe methods. 2-2-3* (offered Fall term)

ETM 1610 PRINCIPLES OF AIR CONDITIONING

Psychrometrics of air, calculations of heat loads and conditional air supply. 3-0-3* (offered Fall term)

ETM 1612 HEATING AND VENTILATING

A study of various types of heating and ventilating equipment for comfort heating; the selection and application of domestic and commercial components. 3-0-3* (offered Winter term)

ETM 1613 PRINCIPLES OF REFRIGERATION

A study of fundamental principles and their application to refrigeration and the component parts of basic commercial systems. 3-0-3* (offered Fall term)

ETM 1614C REFRIGERATION CYCLES AND EQUIPMENT

(Prerequisite: ETE 1001C, ETM 1613C) Theory of operation of domestic and commercial refrigeration equipment. 2-2-3* (offered Winter term)

ETM 2630 AIR CONDITIONING SYSTEMS

(Prerequisite: ETM 1610C) A study of the various types of air conditioning systems and their application. 3-0-3* (offered Fall term)

ETM 2633 COMMERCIAL REFRIGERATION SYSTEMS

(Prerequisite: ETM 1614C) Commercial refrigeration systems and their related technical fields. 3-0-3* (offered Fall term)

ETM 2650C CONTROL SYSTEMS FOR REFRIGERATION

(Prerequisite: ETM 1610C, ETM 1614C) Design, selection, application, and troubleshooting of refrigeration and air conditioning systems. 3-2-4* (offered Fall term)

*Lecture-Lab-Credit Hours

ETM 2660C AIR DISTRIBUTION AND LAYOUT

(Prerequisite: ETM 1610C, ETC 1501C) Fundamentals of air distribution, selection of components and accessories, design, planning, and layout of complete distribution systems, instrumentation, and system balancing. 2-4-4* (offered Winter term)

ETM 2671C REFRIGERATION EQUIPMENT FOR AIR CONDITIONING SYSTEMS

(Prerequisite: ETM 2633) Installation, operation, balancing, and troubleshooting refrigeration problems in air conditioning. 2-2-3* (offered Winter term)

ETM 2750C PLANNING OF AIR CONDITIONING SYSTEMS

Practice in planning and estimating various types of air conditioning systems. 2-2-3* (offered Fall term)

Fire Fighting and Protection

FFP 1000 INTRODUCTION TO FIRE SCIENCE TECHNOLOGY

Philosophy and history of fire service; organization and functions of local, county, state, federal, and private fire services; chemistry and physics of fire and theory of fire control. 3-0-3*

FFP 1203 FIRE PREVENTION

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis is on engineering a solution to fire hazards; enforcing fire prevention; public relations as affected by fire prevention. 3-0-3*

FFP 1600 FIRE APPARATUS AND EQUIPMENT

Fire protection organization and equipment; basic fire fighting tactics; public relations as affected by fire protection. 3-0-3*

FFP 1640 FIRE HYDRAULICS

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculation to hydraulic problems. Underwriter requirements for pumps. 3-0-3*

FFP 2100 FIRE ADMINISTRATION

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. American Insurance Association grading schedule, and maintenance of buildings and equipment. 3-0-3*

FFP 2240 FIRE INVESTIGATION AND ARSON DETECTION

(Prerequisite: This course can only be given to members of the fire service and law enforcing agencies. Official identification necessary.) This course outlined to cover: detection of point or origin of fire, cause of fire and spread of fire. Course further covers report writing, interviewing, arson detection, collection and preservation of evidence. Also involves study of laws governing arson and courtroom procedure. 3-0-3*

FFP 2300 RELATED FIRE CODES AND ORDINANCES

(Prerequisite: FFP 1200) Familiarization with national, state and local laws and ordinances which influence the field of fire prevention and protection. 3-0-3*

FFP 2320 BUILDING CONSTRUCTION FOR FIRE PROTECTION

Fundamental building construction and design; fire protection features; special considerations. 3-0-3*

IDS 2140 HISTORY OF TECHNOLOGY II (Institutional Credit Only)

(Prerequisite: IDS 2154) Offered subject to permission of department chairperson. This independent study course familiarizes the student with a number of transportation devices which have contributed to man's progress through the ages. 1-0-1* (offered upon demand)



****IDS 2142 HISTORY OF TECHNOLOGY III (Institutional Credit Only)**

Offered subject to permission of department chairperson. This independent study course acquaints the student with man's search for food and its production. Students will learn how technology has improved the food supply of the world and contributed to the high standard of living enjoyed today. 2-0-2* (offered upon demand)

****IDS 2154 HISTORY OF TECHNOLOGY I (Institutional Credit Only)**

Offered subject to permission of department chairperson. This independent study course acquaints the student with the creative forces which man has developed to control his environment. 1-0-1* (offered upon demand)

Mathematics: Technology and Business

MTB 1103 BUSINESS MATHEMATICS (Taught in Business Department)

This course includes information and practice in practical business situations involving bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, stocks and annuities. 3-0-3* (offered Fall & Winter terms)

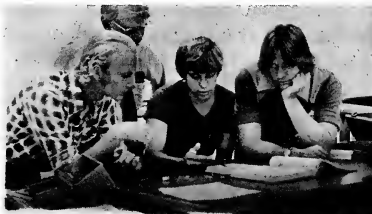
MTB 1321 TECHNICAL MATHEMATICS I (Taught in Engineering Department)

This course and MTB 1322 form a sequence to be offered to those technology majors who do not qualify for MAC 1104. Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations in one unknown, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3* (offered Fall & Winter terms)

MTB 1322 TECHNICAL MATHEMATICS II (Taught in Engineering Department)

(Prerequisite: MTB 1321 or MAT 1003 or MAT 1002) This is the second course of the sequence offered to those technology majors who do not qualify for MAC 1104. Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the j-operator, inverse trigonometric functions, binomial expansion and progressions, and selected topics in analytic geometry. 3-0-3* (offered Fall & Winter terms)

*Lecture-Lab-Credit Hours



Law Enforcement, Corrections, Security and Loss Prevention

ACULTY: Tuttle (Chairperson), Dooies, Macy (Assistant Chairperson), Shackelford

AJORS: Law Enforcement, Corrections, Security and Loss Prevention

COURSE PREFIXES: CCJ, CJT

The transformation of the United States from a rural to an urban society, the tremendous social problems resulting from herding people together in vast areas around urban centers, the rapid acceleration of the drive for equality, the breakdown of many of our institutions, which have heretofore maintained social stability, pose problems for police which are greater in both magnitude and complexity than those which they have faced before.

The degree programs in law enforcement and corrections are focused upon the need for a broad background of educational experience. They are designed to provide personnel with the knowledge and understanding necessary to operate effectively in the highly complex field of social control. A number of related Law Enforcement, Corrections, Security, and Criminal Justice career fields are open to the graduate of the types of police, corrections, and security programs listed below. There is no discrimination on the ground of race, color, sex, religion or national origin.

LAW ENFORCEMENT (A.S. 19-425)

This course of study is open to both men and women students and provides a modern approach to the field of Criminology with considerable specialized study in the field of Law Enforcement, including relations with the police, courts, correctional agencies in the total administration of criminal justice. This program provides a modern approach for beginning employment in the various criminal justice fields, with knowledge and understanding necessary to operate effectively in the field of law enforcement. The program as recommended below leads to graduation with an Associate in Science Degree in Law Enforcement, which will enable a student to transfer to a senior university in order to obtain a Bachelor's Degree.

	COURSE	SEMESTER HOURS CREDIT
Communications:	ENC 1103, ENC 1136	6
Mathematics:	MGF 1113 or higher math	3
Science:	Biology, Conservation, Physical Science, Chemistry	6
Humanities:	Literature	3
	ARH 1000 or MUL 1011	3
Social Science:	SOC 1200, POS 1001 or POS 2041 or AMH 2010	6
Physical Education:	(Exceptions: adults over 25, veterans, evening students)	2
Health:	2
Electives:	13
Criminal Justice:	18
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Law Enforcement

NOTE: Students desiring to continue their college education at a senior university must complete at least 36 hours of General Education subjects. Any substitution of courses for the Law Enforcement Degree program must be approved by the department chairperson. A minimum of 18 hours in any of the criminal justice courses listed below must be completed to earn the A.S. Degree in Law Enforcement.

CRIMINAL JUSTICE COURSES

COURSE	TITLE	HOURS
CCJ 1100	Introduction to Law Enforcement	3
CCJ 1410	Police Administration I.....	3
CCJ 1420	Police Administration II	3
CJT 2100	Criminal Investigation.....	3
CCJ 2270	Law of Arrest, Search & Seizure.....	3
CCJ 2210	Criminal Law.....	3
CCJ 2230	Laws of Evidence	3
CJT 2140*	Introduction to Criminalistics	3
CCJ 2500	Juvenile Delinquency	3
CCJ 2905	Issues in Criminal Justice	3
CCJ 1300	Introduction to Corrections	3
CCJ 2450	Management Supervision in the Criminal Justice Field.....	3
CCJ 2941	Internship Police	4

RECOMMENDED ELECTIVES

ECO 2013	Principles of Economics I.....	3
HES 1400	Standard First Aid and Personal Safety.....	1
AMH 2010	U.S. History to 1865	3
AMH 2020	U.S. History from 1865	3
PHI 1100	Art of Thinking	3
POS 2041	American National Government	3
POS 2112	State and Local Government	3
PSY 2012	General Psychology.....	3
EGC 2120	Personality Development.....	3
SPC 1600	Fundamentals of Speech.....	3
ANT 2000	Introduction to Anthropology	3
SOC 2000	Introduction to Sociology.....	3
SOC 2020**	American Social Problems	3

*Prerequisite and/or co-requisite CJT 2100 or CCJ 2230.

** Recommended elective for Law Enforcement majors.

CORRECTIONS (A.S. 19-426)

Provides a modern approach to the field of Criminology with considerable specialized study in the field of Corrections, including emphasis on relations with the police, courts, and other public agencies in the total administration of Criminal Justice. The program is designed to provide personnel with the knowledge and understanding necessary to operate effectively in the highly complex field of social control. The program as recommended below leads to graduation with an Associate in Science Degree in Corrections which will enable a student to transfer to a senior university in order to obtain his Bachelor's Degree.

Law Enforcement

	COURSE	SEMESTER HOURS	CREDIT
Communications:	ENC 1103, ENC 1136	6	
Mathematics:	MGF 1113 or higher math	3	
Science:	Biology, Conservation, or Physical Science or Chemistry	6	
Humanities:	Literature	3	
	ARH 1000 or MUL 1011	3	
Social Science:	SOC 1200, POS 1001 or POS 2041 or AMH 2010	6	
Physical Education:	(Exceptions: adults over 25 years, veterans, evening students)	2	
Health:	2	
Electives:	13	
Criminal Justice:	18	
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NOTE: Students desiring to continue their college education at a senior university must complete at least 36 hours of General Education subjects. Any substitution of courses for the Law Enforcement Degree program must be approved by the department chairperson. A minimum of 18 hours in any of the Criminal Justice courses listed below must be completed to earn the A.S. Degree in Corrections.

CRIMINAL JUSTICE COURSES

COURSE	TITLE	HOURS	CREDIT
CJ 1300	Introduction to Corrections	3	
CJ 1020	Administration of Criminal Justice	3	
CJ 2330	Probation and Parole	3	
CJ 2450	Management Supervision in the Criminal Justice Field	3	
CJ 2310	Correctional Facility Organization & Operation	3	
CJ 1100	Introduction to Law Enforcement	3	
CJ 2210	Criminal Law	3	
CJ 2500	Juvenile Delinquency	3	
CJ 2905	Issues in Criminal Justice	3	
CJ 2940	Intern Program (Corrections)	4	

RECOMMENDED ELECTIVES

ES 1400	Standard First Aid and Personal Safety	1	
OS 2041	American National Government	3	
OS 2112	State and Local Government	3	
PSY 2041	General Psychology	3	
SC 2120	Personality Development	3	
SC 1600	Fundamentals of Speech	3	
ANT 2000	Introduction to Anthropology	3	
SOC 2000	Introduction to Sociology	3	
SOC 2020*	American Social Problems	3	
HT 1010**	Introduction to Mental Health	3	
HT 1210**	Principles of Group Dynamics	3	
HT 1300**	Interviewing & Recording	3	

*Recommended elective for correctional majors.

**These elective courses cannot be used to fulfill the elective area of General Education preparation.

Law Enforcement

SECURITY AND LOSS PREVENTION

A fully integrated approach to Security Education has been developed in this program. This approach embraces many facets of the academic community with a primary objective of developing an interdisciplinary curriculum oriented to the total concept of loss prevention management. Security is not law enforcement but it augments, overlaps and assists proper law enforcement efforts. Security attempts to provide protection against all forms of losses due to manmade, natural or environmental hazards. It also attempts to prevent all unlawful events from occurring to nations, states, municipalities, corporations, businesses and individuals. Its main goal is to provide protection against all forms of losses.

SECURITY (A.S. 19-429)

COURSE	TITLE	FRESHMAN YEAR		SEMESTER	
				HOURS	CREDIT
CCJ 1020	Administration of Justice.....			3	
ENC 1103	Freshman Communications I			3	
ENC 1136	Freshman Communications II.....			3	
HES 1400	Standard First Aid and Personal Safety.....			1	
MHT 1300	Interviewing and Recording			3	
PEM 2405L	Self-Defense			1	
PSY 2012	General Psychology.....			3	
CCJ 1800	Introduction to Security			3	
CCJ 1820	Security Administration			3	
SOC 1200	Introduction to the Social Sciences			3	
POS 1001*	Introduction to Political Science			3	
	Science.....			3	
				32	

SOPHOMORE YEAR

CCJ 2450	Management & Supervision in the Criminal Justice Field.....	3
FFP 1200	Fire Prevention	3
HES 1000	Perspectives on Healthful Living	2
	Physical Education	1
CJT 2100	Criminal Investigation.....	3
CCJ 2210	Criminal Law.....	3
CCJ 1810	Principles of Loss Prevention	3
CCJ 1938	Special Security Problems.....	3
CCJ 1830	Security Education.....	3
SPC 1600	Fundamentals of Speech	3
SOC 2020	Social Problems	3
		<u>30</u>

*POS 2041 or AMH 2010 may be substituted. CJT 1350 may be substituted for any of the security courses.

(Any substitution in the Security program must be approved by the department chairperson.)

COURSE DESCRIPTIONS

Criminology and Criminal Justice

CCJ 1020 ADMINISTRATION OF CRIMINAL JUSTICE

An overview of the total system of the administration of justice provided with emphasis on due process, justice and on the Constitutional guarantees and the civil rights of citizens and prisoners at various levels. 3-0-3* (offered Fall & Winter terms)

CCJ 1100 INTRODUCTION TO LAW ENFORCEMENT AND CRIMINAL JUSTICE

This course introduces the student to the field of law enforcement, covering philosophical background, history, constitutional limits, agencies, processes of

*Lecture-Lab-Credit Hours

justice, and evaluation of specific law enforcement practices today. 3-0-3* (offered Fall & Winter terms)

CJ 1300 INTRODUCTION TO CORRECTIONS

An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons, and correctional institutions, and parole. History and philosophy of correctional practice is surveyed. 3-0-3* (offered Winter term)

CJ 1410 POLICE ADMINISTRATION I

This course stresses the administrative activity of a modern police department. Special attention is given administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning and training. 3-0-3* (offered Fall term)

CJ 1420 POLICE ADMINISTRATION II

The concern in this course is with the efficient operations of a modern police department. Particular emphasis is placed on that phase of police operations which are usually seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. 3-0-3* (offered Winter term)

CJ 1800 INTRODUCTION TO SECURITY

The historical, philosophical and legal basis of security. The role of security and the security individual in modern society; the concept of professionalism; a survey of the administration, personnel and physical aspects of the security field. 3-0-3* (offered on demand)

CJ 1810 PRINCIPLES OF LOSS PREVENTION

An outline of the functional operation of various specialized areas of security such as, theft and risk control, security surveys and loss prevention, management in proprietary and governmental institutions. Includes, individual crime prevention and loss prevention techniques. 3-0-3* (offered on demand)

CJ 1820 SECURITY ADMINISTRATION

Organization, administration and management of security and plant protection units. Policy and decision making, personnel and budgeting, programs in business, industry and government, including retailing, transportation and public and private institutions, private guard and alarm services. 3-0-3* (offered on demand).

CJ 1830 SECURITY EDUCATION

An analysis of the methods and techniques of setting up a security education program in a business, industrial or institutional organization and the problems involved in implementing and maintaining a program of security education. An examination of the objectives of an effective security education program and an insight into some of the security problems that security education can eliminate or curtail. A study of the various media employed to educate both management and employees about their security responsibilities. Security education is presented as a means of motivating the employee, creating an awareness and developing a favorable employee attitude. 3-0-3* (offered on demand)

CJ 1938 SPECIAL SECURITY PROBLEMS

A study of the security requirements in specific areas. Topical subjects would include Bank, Campus, Computer, Personnel, Hospital, Transportation, Industrial, Physical Plant and Guard Programs. The emphasis placed on each subject will relate to the specific needs associated with the community and the area the program will service. 3-0-3* (offered on demand)

CJ 2210 CRIMINAL LAW

A study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. 3-0-3* (offered Fall term)

Law Enforcement

CCJ 2230 LAWS OF EVIDENCE

This course is oriented toward kinds of evidence and rules governing the admissibility of evidence to court and is a continuation of the study of the criminal justice system in the United States. Emphasis is also given to Florida laws of evidence and their application to proper law enforcement. 3-0-3* (offered Fall term)

CCJ 2270 LAW OF ARREST, SEARCH, AND SEIZURE

Peace officers' right and duty to make arrest. Obligations imposed by oath of officers. Distinction between felony and misdemeanor. Requisites of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights of suspect, technique and procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons. Attitude and remarks of arresting officer. Laws and regulations pertaining to search of premises, automobiles, and persons. Discussions relative to officers' right to search and hold for evidence or confiscate property. 3-0-3* (offered Winter term)

CCJ 2310 CORRECTION FACILITY ORGANIZATION AND OPERATION

The organizations of various institutions are studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial classification, reception and orientation and release procedures are reviewed. This course includes planning programs for specialized behavioral problems among inmates. 3-0-3* (offered Winter term)

CCJ 2330 PRINCIPLES OF PROBATION AND PAROLE

The procedures associated with community-based treatment programs before and after incarceration will be examined in detail. Sentencing patterns, problems, and procedures along with the administrative policies used in the pre-sentence investigation (PSI) will be emphasized so that a more thorough understanding of the process will be acquired. Proper procedures in the supervision of probationers and parolees with a major impact on individual treatment and counseling methods in order to insure maximum societal gains will also be explored. 3-0-3* (offered Winter term)

CCJ 2450 MANAGEMENT AND SUPERVISION IN THE CRIMINAL JUSTICE FIELD

Principles of management and methods of supervision and evaluation are surveyed. Topics such as leadership, motivation, communications, incentives, discipline and morale are studied. 3-0-3* (offered Winter & Spring I terms)

CCJ 2500 JUVENILE DELINQUENCY

An introduction to the causes and treatment of juvenile delinquency. The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures. 3-0-3* (offered Fall, Winter & Spring terms)

CCJ 2905 ISSUES IN CRIMINAL JUSTICE

This course is designed to allow the student to pursue an individually selected issue in our contemporary criminal justice system. Thorough in-depth investigation of this issue will be through class discussions and practical field visits and research to appropriate South Florida criminal justice agencies (police, courts, corrections, probation, parole, juvenile delinquency). Skills developed by use of this method will be a deeper and more meaningful understanding of the interrelationships among segments of our criminal justice system. 3-0-3* (offered Spring II term)

CJT 2940 INTERN PROGRAM (CORRECTIONS)

(Prerequisite: CCJ 1300; Co- or prerequisite: CCJ 2500) This course examines in detail community-based programs before and after incarceration for juveniles and young offenders. Students will observe individuals involved in intensive, reality oriented, responsibility-bound treatment programs geared toward helping juveniles lead more socially acceptable and responsible lives. Students will experience an

*Lecture-Lab-Credit Hours

observe activities at various treatment centers, detailed functions of both Intake Process and Probation/After Care procedures and Juvenile Court. Students will be assigned to different centers and/or agencies for the on-the-job experiences with supervisors and/or counselors. Participants will be assigned, supervised and evaluated by the instructor of the course and by the personnel of the center and/or agency. 1-9-4* (offered Fall & Winter terms)

CCJ 2941 INTERNSHIP POLICE

(Prerequisite: Have taken or be enrolled in CCJ 1100, CCJ 1410, and approval of the student's major advisor and the department chairperson.) Students will observe individuals actually involved in the Criminal Justice System and related security programs whose missions are to reduce crime, protect and secure the citizenry, and provide security and loss prevention. Students will experience and observe activities at various local agencies, to include functions of law enforcement, detention, security and loss prevention, administrative and court procedures. 1-9-4* (offered Fall & Winter terms)

Criminal Justice Technology**CJT 1350 SECURITY REPORT WRITING**

Determining report content through evaluation of information. Emphasis is placed on accurate terminology and description, collection and analysis of information and concise writing. The student is required to participate in numerous report-writing projects. 2-0-2* (offered on demand)

CJT 2100 CRIMINAL INVESTIGATION

A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation—after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery, and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor. 3-0-3* (offered Winter term)

CJT 2140 INTRODUCTION TO CRIMINALISTICS

(Co- or prerequisite: CJT 2100 or CCJ 2230) A course designed to familiarize the student with the capabilities of the modern crime laboratory and its contribution to the criminal justice system. Selected laboratory experiments, scientific analysis, comparison procedures, and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms, and ballistic examinations will be accomplished. 3-0-3* (offered Fall & Winter terms)

*Lecture-Lab-Credit Hours



Library

FACULTY: Douglass (Chairperson), Foster, Richardson, Roberts, Thomas, Wade

MAJOR: Librarian (University Parallel), Library Technology (Tech)

COURSE PREFIXES: LIS

PROGRAMS:

LIBRARY TECHNOLOGY (A.S. 15-351) (Offered on Demand Only)

The Library Technology program is designed to prepare students for responsible clerical and statistical positions in libraries. The curriculum will provide the student with the essential mechanical functions of librarianship such as workroom and circulation procedures and information services.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ARH 1000	Art Appreciation	3	
SES 1100C*	Beginning Typewriting	2	
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II	3	
LIS 1760	Library Workroom Procedures	3	
LIS 1700	General Library Procedures	3	
LIS 1580	Children's Literature	3	
MUL 1011	Music Appreciation	3	
	Physical Education	2	
PSC 1513	Survey of Physical Science I	3	
SOC 1200	Introduction to Social Sciences	3	
POS 1001	Introduction to Political Science	3	
		<u>3</u>	
		34	

SOPHOMORE YEAR

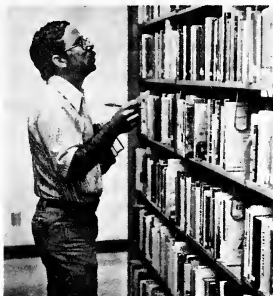
SES 1401	Office Practice	3	
ENL 2015	English Literature to 1660	3	
ENL 2020	English Literature after 1660	3	
AML 2020	American Literature to 1865	3	
WOH 1012	Ancient & Medieval Civilization	3	
WOH 1022	Modern Civilization	3	
LIS 1702	Non-book Materials	3	
LIS 1709	Library Practicum	3	
PSY 2012	General Psychology	3	
	Electives**	3	
		<u>3</u>	
		30	

*Students must pass the qualifying typewriting test or pursue SES 1100C.

**Suggested Electives: Students contemplating business or technical library work should take MAN 1700. Students contemplating medical library work should make the following substitutions: BSC 1010-BSC 1010L for WOH 1012-WOH 1022. HES 1000 for ARH 1000 and take NUS 2402.

LIBRARIAN (A.A. 15-352)

Students interested in a career as a Librarian, and transfer to a four-year college or university, will complete Associate in Arts program arranged in consultation with members of the staff.



COURSE DESCRIPTIONS

LIS 1580 CHILDREN'S LITERATURE

This course relates children's needs and interests to appropriate book materials for their fulfillment. Sources and uses of material are stressed. 3-0-3* (offered on demand)

S 1700 GENERAL LIBRARY PROCEDURES

This course trains the student in circulation procedures; reserve book preparation and handling; library statistics; and the fundamentals of information service 3-0-3* (offered on demand)

S 1702 NON-BOOK MATERIALS

The technologist is introduced to the use and care of a variety of audio-visual aids, acquires a basic knowledge of graphics, and learns essential record-keeping procedures. 3-0-3* (offered on demand)

S 1709 LIBRARY PRACTICUM

The essential tools of basic information service are studied in this course. The student is introduced to a variety of reference sources and learns to correlate them. 3-0-3* (offered on demand)

S 1760 LIBRARY WORKROOM PROCEDURES

This course introduces the student to the technical processes involved in ordering and preparing books for use in various types of libraries. 3-0-3* (offered on demand)

Lecture-Lab-Credit Hours

*Personalized System of Instruction

The following Personalized System of Instruction courses are given through the Library Learning Resources Center and are described in the catalog under their respective departmental designations:

1. BAN 2905—Enterprise in Southeastern Florida—Business
2. ENG 2910—Introduction to Research I—Communications
3. ENG 2911—Introduction to Research II—Communications
4. ENG 2912—Introduction to Research III—Communications
5. HFT 1700—Tourism—Southeastern Florida—Business
6. IDS 2154—History of Technology I—Engineering Technology
7. IDS 2140—History of Technology II—Engineering Technology
8. IDS 2142—History of Technology III—Engineering Technology
9. LIS 1580—Children's Literature—Library Learning Resources Center
0. MAR 2102—Creative Salesmanship—Business

Students may enroll in these courses with the permission of the registrar at any time within the first eight (8) weeks of a regular term and the first three (3) weeks of a Spring Session.

MATHEMATICS

FACULTY: Wing (Chairperson), Alber, Bullock, Evans, Foley, Hamlin, Hendrix, Hitchcock, Langston, Shaw, Still, Sweet, Travis (Assistant Chairperson), Van Wyhe,

MAJORS: Mathematician, Mathematics Teacher

COURSE PREFIXES: COP, MAC, MAP, MAS, MAT, MGF, MTB, STA
PROGRAMS:

MATHEMATICIAN (A.A. 11-251)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ARH 1000	Art Appreciation	3	
or			
MUL 1011	Music Appreciation (3)		
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
FRE 1100	Elementary French I	3	
FRE 1101	Elementary French II		3
MAC 2411	Calculus I	3	
MAC 2412	Calculus II		3
COP 2110	Mathematical Programming		2
SOC 1200	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science		3
	Physical Education	1	1
		<hr/> 16	<hr/> 15

SOPHOMORE YEAR

	Literature	3	
FRE 2200	Intermediate French I	3	
FRE 2201	Intermediate French II		3
HES 1000**	Perspectives on Healthful Living	2	
MAC 2413	Calculus III	4	
MAP 2302	Differential Equations		3
STA 2014	Statistics		3
MAS 2103	Elementary Linear Algebra		3
PHY 2048	General Physics with Calculus I	3	
PHY 2048L	General Physics with Calculus I Lab	1	
PHY 2049	General Physics with Calculus II		3
PHY 2049L	General Physics with Calculus II Lab		1
		<hr/> 16	<hr/> 16

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted.

MATHEMATICS TEACHER (A.A. 11-253)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ARH 1000	Art Appreciation	3	
or			
MUL 1011	Music Appreciation	(3)	
NC 1103	Freshman Communications I	3	
NC 1136	Freshman Communications II		3
EDF 1005	Introduction to Education	3	
MAC 2411	Calculus I	3	
MAC 2412	Calculus II		3
OP 2110	Mathematical Programming		2
PC 1600	Fundamentals of Speech		3
OC 1200	Introduction to the Social Sciences	3	
OS 1001*	Introduction to Political Science		3
	Physical Education	1	1
		<hr/> 16	<hr/> 15

SOPHOMORE YEAR

	Literature	3	
HES 1000**	Perspectives on Healthful Living	2	
MAC 2413	Calculus III	4	
MAP 2302	Differential Equations		3
STA 2014	Statistics	3	
MAS 2103	Elementary Linear Algebra		3
PHY 2048	General Physics with Calculus I	3	
PHY 2048L	General Physics with Calculus I Lab	1	
PHY 2049	General Physics with Calculus II		3
PHY 2049L	General Physics with Calculus II Lab		1
PSY 2012	General Psychology		3
	Electives		3
		<hr/> 16	<hr/> 16

*POS 2041 or AMH 2010 may be substituted.

*HES 2121 may be substituted.

MATH LEARNING CENTER

The multimedia systems learning center is open to all students. Programmed material, tapes, filmstrips, 8 mm, films and other devices covering various levels of mathematics are available to fit student's individual needs. Many mini-computers are in the learning center to aid the student with computations. A number of mathematics course offerings can be taken in the center by registering for MAT 1002.

COURSE DESCRIPTIONS

Computer Programming

COP 2110 MATHEMATICAL PROGRAMMING (See Data Processing)

(Prerequisite: MAC 1104 or higher) This course introduces the student to flow-charting techniques and to the programming of mathematical problems in Fortran IV. Emphasis is on the algorithmic approach. 2-0-2* (offered Fall, Winter & Spring I terms)

Lecture-Lab-Credit Hours

Mathematics

Mathematics

MAT 1002 DEVELOPMENTAL MATH**

All students taking a math course in the Math Learning Center must register for MAT 1002. All programs in the Learning Center are self-study, individualized to student needs, depending upon the programs and achievement, the student may earn up to 3 hours credit in one semester. 3-0-3*† (offered all terms)

MAT 1003 BASIC ARITHMETIC (Institutional Credit Only)

This module will review and reenforce basic arithmetic principles. A pre-testing program will determine the level at which the student begins his study. Topics for students in various fields of study are introduced in this module. 1-0-1* (offered all terms)

MAT 1013 PREPARATORY ALGEBRA (Institutional Credit Only)

This second module of Developmental Math is designed for the student with little or no background in algebra. Study will include operations of basic algebra—signed numbers, exponents, algebraic fractions, etc. 1-0-1* (offered all terms)

MAT 1014 INTRODUCTION TO MODERN MATH (Institutional Credit Only)

Basic concepts of set theory, number structure and numeration will be covered in this third module. Students going to the MGF 1113 program will also cover the real numbers. Students going to the MAT 1033 program will cover additional topics in algebra. 1-0-1* (offered all terms)

MAT 1033 INTERMEDIATE ALGEBRA

(Prerequisite: One year of high school algebra or its equivalent and adequate score on placement test) This course is designed to prepare the student for MAC 1104. Topics included are sets, properties of real numbers, linear equations and inequalities, exponents and radicals, quadratic equations and graphing in the plane. 3-0-3* (offered all terms)

Mathematics: Algebraic Structures

MAS 2103 ELEMENTARY LINEAR ALGEBRA

(Prerequisite: MAC 2412) A course designed to introduce the student to the notion of mathematical proof. Topics included are abstract systems, vector spaces, linear transformations, matrices, linear equations and determinants. 3-0-3* (offered on demand)

Mathematics: Applied

MAP 2302 DIFFERENTIAL EQUATIONS

(Prerequisite: MAC 2413) Topics included are ordinary differential equations with applications, the Laplace transform, differential operators systems of equations, orthogonal trajectories electric networks and inverse transforms. 3-0-3* (offered Winter & Spring I terms)

Mathematics: Calculus and Precalculus

MAC 1104 COLLEGE ALGEBRA

(Prerequisite: MAT 1033 or adequate score on placement test and two years of high school algebra) Topics included are relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions. 3-0-3* (offered all terms)

*Lecture-Lab-Credit Hours

**A student registered for MAT 1002 may earn credit in any of the following regular math courses: MGF 1113, MAT 1033, MAC 1104 or MAC 1144.

†Students who need additional work may enroll in MAT 060. Please see instructor for information on Mathematics Workshop.

MAC 1144 TRIGONOMETRY AND ANALYTIC GEOMETRY

(Prerequisite: MAC 1104 or adequate score on placement test) This is a study of the trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles, complex numbers and plane analytic geometry. 3-0-3* (offered all terms)

MAC 2411 CALCULUS I

(Prerequisite: MAC 1144 or adequate score on placement test and high school trigonometry) This is the first of a three-term sequence. Topics included are functions, derivatives and integration of algebraic functions, trigonometric functions, logs and exponential functions, and vectors in the plane. 3-0-3* (offered Fall, Winter & Spring I terms)

MAC 2412 CALCULUS II

(Prerequisite: MAC 2411) This is the second of a three-term sequence. Topics included are limits and continuity, techniques of integration, applications, and polar coordinates. 3-0-3* (offered Fall, Winter & Spring II terms)

MAC 2413 CALCULUS III

(Prerequisite: MAC 2412) This is the third of a three-term sequence. Topics included are curve sketching and vectors in three dimensions, partial differentiation, multiple integration and infinite series. 4-0-4* (offered Fall & Winter terms)

Mathematics: General and Finite

MGF 1113 GENERAL EDUCATION MATHEMATICS I

(Prerequisite: Adequate score on placement test or permission of Department Chairperson) Credit: 1, 2, or 3 semester hours. A student may select the regular three-hour course which will cover the basic concepts of logic, mathematical systems, systems of numeration and a development of the real number system. OR He may select 1, 2, or 3 of the following modules for one-hour credit each: (offered all terms)

MODULE A: FINITE MATHEMATICAL SYSTEMS

This module examines the basic principles and the logical structure underlying mathematics through the study of clock arithmetic and other abstract systems.

MODULE B: USE OF ELECTRONIC CALCULATORS

This module acquaints the student with the various types of calculators on the market, the way they operate, and shows the student how to use the calculators most effectively.

MODULE C: HISTORY OF MATHEMATICS

This module follows the development of mathematics through the ages, including a study of the contributions that mathematics has made to music, art, science and other aspects of our culture.

MODULE D: OUR NUMBER SYSTEM

This module is a study of the development of the basic structure and properties of our complex number system, including counting numbers, whole numbers, integers, rational numbers and real numbers.

MODULE E: MATHEMATICAL LOGIC

This module involves an analysis of sentence structure and truth values and includes a study of valid and invalid arguments and methods of proof.

MODULE F: GEOMETRY

This module is a study of the relationship of plane and solid figures, distances, areas and volumes and includes measurement and construction.

MODULE G: PROBABILITY

This module is a study of the fundamental laws of probability and includes permutations, combinations and sample spaces.

Mathematics

MODULE H: INTRODUCTION TO ALGEBRA

This module serves as an introduction to the basic concepts of algebra including the solution of simple linear equations and graphing. (Not recommended for students who have had more than 1 year of high school algebra.)

MODULE I: CONSUMER MATHEMATICS

This module is a study of practical mathematics with applications to daily living.

MODULE J: THE METRIC SYSTEM

This module is a study of the basic units of measurement in the metric system, including conversion of units.

MODULE K: RATIO AND PROPORTION

This module is a study of ratio, proportion and variation, fractions, decimals and percents with applications.

MGF 1114 GENERAL EDUCATION MATHEMATICS II

(Prerequisite: 3 semester hours credit in MGF 1113) This course also may be taken for 1, 2, or 3 hours credit. A student may select 1, 2, or 3 of the above modules for which he does not have credit in MGF 1113. (offered all terms)

Mathematics: Technology and Business

MTB 1103 BUSINESS MATHEMATICS (Taught in Business Department)

This course includes information and practice in practical business situations involving: bank and sales records, business percentages financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, stocks and annuities. 3-0-3* (offered Fall & Winter terms)

MTB 1321 TECHNICAL MATHEMATICS I (Taught in Engineering Department)

This course and MTB 1322 form a sequence to be offered to those technology majors who do not qualify for MAC 1104. Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3* (offered Fall & Winter terms)

MTB 1322 TECHNICAL MATHEMATICS II (Taught in Engineering Department)

(Prerequisite: MTB 1321 or MAT 1003 or MAT 1002) This is the second course of the sequence offered to those technology majors who do not qualify for MAC 1104. Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the j -operator, inverse trigonometric functions, binomial expansion and progressions, and selected topics in analytic geometry. 3-0-3* (offered Fall & Winter terms)

Statistics

STA 2014 STATISTICS

(Prerequisite: MAT 1033 or higher OR permission of Math Department) This course considers statistics and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hyper-geometric distribution, poisson distribution, the chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3-0-3* (offered Fall, Winter & Spring I terms)

*Lecture-Lab-Credit Hours

Music

ACULTY: Royce (Chairperson), Akers, Albee, Butterworth, Estrade, Gross, Johnson, McClay, Pryweller

MAJORS: Music (A.A.), Music (A.S.), Popular Music and Jazz (A.S.), Popular Music and Jazz (Certificate Program)

COURSE PREFIXES: MUE, MUH, MUL, MUM, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW

PROGRAMS:

MUSIC, MUSIC EDUCATION (A.A. 12-276)

This curriculum is designed for students who plan to work for the Baccalaureate Degree in Applied Music, Music Composition, Music Education, Music History and Literature, Music Merchandising, Musicology, Music Theory, Music Therapy or Sacred Music.

Composition and Music Education Majors should add MUE 2460, MUE 2450, MUE 2440 and MUE 2470. Music majors participate in at least one college music ensemble each semester.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
SC 1010	Principles of Biology	3	
NC 1103	Freshman Communications I	3	
NC 1136	Freshman Communications II	3	
HES 1000*	Perspectives on Healthful Living	2	
MUS 0011	Seminar in Music	0	
MUT 1111	Music Theory I	3	
MUT 1112	Music Theory II	3	
	Applied Music	4	
MUT 1241	Sight Singing I	1	
MUT 1242	Sight Singing II	1	
	Physical Education	2	
OC 1200	Introduction to the Social Sciences	3	
POS 1001**	Introduction to Political Science	3	
		31	

SOPHOMORE YEAR

	Literature	3	
MUS 0011	Seminar in Music	0	
MUT 2116	Music Theory I	3	
MUT 2117	Music Theory II	3	
MUT 2231	Keyboard Harmony I	1	
MUT 2232	Keyboard Harmony II	1	
MUH 2111	Introduction to Music History	3	
	Applied Music	4	
MUT 2246	Sight Singing I	1	
MUT 2247	Sight Singing II	1	
MGF 1113	General Education Math I	3	
SC 1513	Survey of Physical Science I	3	
	General Education Electives	8	
		34	

* HES 2121 may be substituted.

** POS 2041 or AMH 2010 may be substituted.

NOTE: The General Education requirements allow a student to earn his six hours of science credits by selecting offerings from the areas of Biology, Chemistry, Physics or Physical Science on the advice of the student's major counselor.

Music

MUSIC (A.S. 12-278)

This is a two-year technical program for students not planning to pursue a four-year college curriculum in music. It offers a basic program of studies designed to assist those engaged in teaching, performing, or conducting music. Music majors participate in at least one college music ensemble each semester.

The non-music electives in the program may be selected so as to benefit the student in his particular area of specialization, such as sacred music or private teaching.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II	3	
MUS 0011	Seminar in Music	0	
MUT 1001	Music Fundamentals	3	
	Applied Music	4	
	Physical Education	2	
SOC 1200	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science	3	
SPC 1600	Fundamentals of Speech	3	
	Electives	7	
		31	

SOPHOMORE YEAR

HES 1000**	Perspectives on Healthful Living	2	
MUS 0011	Seminar in Music	0	
MUT 1111	Music Theory I	3	
MUT 1112	Music Theory II	3	
MUT 1241	Sight Singing I	1	
MUT 1242	Sight Singing II	1	
MUH 2111	Introduction to Music History	3	
	Applied Music	4	
PSY 2012	General Psychology	3	
ARH 1000	Art Appreciation	3	
or	Literature	(3)	
	Electives	8	
		31	

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted.

POPULAR MUSIC AND JAZZ (A.S. 12-279)

This two-year technical program is designed for individuals involved in the performance and/or creation of popular music and jazz.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II	3	
MUS 0011	Seminar in Music	0	
MUT 1111	Music Theory I	3	
MUT 1112	Music Theory II	3	
	Voice I	1	
	Piano II	2	
	Music Ensemble	2	
MUT 1241	Sight Singing I	1	
MUT 1242	Sight Singing II	1	
MUH 2016	Jazz Orientation	2	
	Applied Major	2	
	Physical Education	2	
	Electives	6	
		31	

31

SOPHOMORE YEAR

HES 1000*	Perspectives on Healthful Living	2
MUS 0011	Seminar in Music	0
	Guitar I	1
MUT 1351	Jazz	2
MUT 1352	Advanced Jazz Arranging	2
MUT 2116	Music Theory I	3
MUH 2111	Introduction to Music History	3
MUT 2231	Keyboard Harmony	1
MUT 2641	Instrumental Improvisation	1
or		
MUM 2031	Pop Vocal Style..... (1)	
MUT 2246	Sight Singing I	1
	Applied Major	4
	Music Ensemble.....	2
SOC 1200	Introduction to the Social Sciences	3
POS 1001**	Introduction to Political Science	3
	Electives	3

31

*HES 2121 may be substituted.

*POS 2041 or AMH 2010 may be substituted.

POPULAR MUSIC AND JAZZ (One Year Certificate Program) (CT 12-280)

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
MUS 0011	Seminar in Music	0	
MUH 2111	Introduction to Music History	3	
	Voice	1	
	Piano	2	
MUT 1111	Music Theory I	3	
MUT 1112	Music Theory II	3	
MUT 1351	Jazz	2	
	Music Ensemble	2	
MUT 1241	Sight Singing I	1	
MUT 1242	Sight Singing II	1	
MUT 2641	Instrumental Improvisation	2	
	Applied Major	4	
	Electives*	8	

32

Six hours of electives must be selected from the list of General Education courses.

COURSE DESCRIPTIONS

Music—Applied—Class Instruction

MUSIC—APPLIED—KEYBOARD

MVK 1111 CLASS INSTRUCTION I

This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. 0-2-1* (offered Fall & Winter terms)

MVK 2121 CLASS INSTRUCTION II

(Prerequisite: MVK 1111 or equivalent) This course is a continuation of MVK 1111. 0-2-1* (offered Fall & Winter terms)

Lecture-Lab-Credit Hours

Music

MUSIC—APPLIED—STRINGS

MVS 1116 CLASS INSTRUCTION, GUITAR I

This course provides class lessons for beginning guitar students. Instruction includes elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments and music reading. Students must furnish their own instruments. 0-2-1* (offered on demand)

MVS 2126 CLASS INSTRUCTION, GUITAR II

This course is designed for the student who has an elementary playing facility on the guitar. Instruction is given in playing of bar chords, jazz chords, improvisation, sight reading and ensemble playing. Students must furnish their own instruments. 0-2-1* (offered on demand)

MUSIC—APPLIED—VOICE

MVV 1111 CLASS INSTRUCTION, VOICE I

This course includes instruction in tone production, diction, music reading and repertory. Each student is given opportunity for individual aid. 0-2-1* (offered on demand)

MVV 2121 CLASS INSTRUCTION, VOICE II

(Prerequisite: MVV 1111 or equivalent) This is a continuation of MVV 1111. 0-2-1* (offered on demand)

Music—Applied—Private Instruction

The letter A, B, or C will be added to the common course number for each applied music course to indicate that credit may be earned one, two, or three times in each course.

Music—Applied—Preparatory—Freshman Level**

Private instruction—one half-hour lesson a week. The course is designed for non-music majors who need applied music as a part of their course requirements and for music majors who are below freshman level of performance. Credit earned will not apply to the requirement of the music major. Maximum credit: 3 semester hours. 0-½-1*

Instruction is available in the following:

MUSIC:	APPLIED—BRASSES	MUSIC:	APPLIED—PERCUSSION
MVB 1011	APPLIED MUSIC TRUMPET	MVP 1011	APPLIED MUSIC PERCUSSION
MVB 1012	APPLIED MUSIC HORN		
MVB 1013	APPLIED MUSIC TROMBONE		
MVB 1014	APPLIED MUSIC BARITONE HORN		
MVB 1015	APPLIED MUSIC TUBA		
MUSIC:	APPLIED—KEYBOARD	MUSIC:	APPLIED—STRINGS
MVK 1011	APPLIED MUSIC PIANO (Prerequisite: MVK 1111-2121 Class Piano or equivalent)	MVS 1011	APPLIED MUSIC VIOLIN
		MVS 1012	APPLIED MUSIC VIOLA
		MVS 1013	APPLIED MUSIC CELLO
		MVS 1014	APPLIED MUSIC STRING BASS
MVK 1013	APPLIED MUSIC ORGAN	MVS 1016	APPLIED MUSIC GUITAR (Prerequisite: MVS 1116—Class Guitar or equivalent)

*Lecture-Lab-Credit Hours

**A special fee of \$30.00 is required.

MUSIC:	APPLIED—VOICE	MUSIC:	APPLIED—WOODWINDS
MVV 1011	APPLIED MUSIC VOICE	MVW 1011	APPLIED MUSIC FLUTE
	(Prerequisite: MVV 1111— Class Voice or equivalent)	MVW 1012	APPLIED MUSIC OBOE
		MVW 1013	APPLIED MUSIC CLARINET
		MVW 1014	APPLIED MUSIC BASSOON
		MVW 1015	APPLIED MUSIC SAXO- PHONE

Music Applied—Secondary Instrument—Freshman Level**

Private instruction—one half-hour lesson a week. The course is designed for students whose curriculum requires study of a secondary instrument. Maximum credit: three semester hours. 0-½-1*

Instruction is available in the following:

MUSIC:	APPLIED—BRASSES	MUSIC:	APPLIED—STRINGS
MVB 1211	APPLIED MUSIC TRUMPET	MVS 1211	APPLIED MUSIC VIOLIN
MVB 1212	APPLIED MUSIC HORN	MVS 1212	APPLIED MUSIC VIOLA
MVB 1213	APPLIED MUSIC TROM- BONE	MVS 1213	APPLIED MUSIC CELLO
MVB 1214	APPLIED MUSIC BARITONE HORN	MVS 1214	APPLIED MUSIC STRING BASS
MVB 1215	APPLIED MUSIC TUBA	MVS 1216	APPLIED MUSIC GUITAR
		MVS 1217	APPLIED MUSIC BASS GUI- TAR
MUSIC:	APPLIED—KEYBOARD	MUSIC:	APPLIED—VOICE
MVK 1211	APPLIED MUSIC PIANO	MVV 1211	APPLIED MUSIC VOICE
MVK 1213	APPLIED MUSIC ORGAN		
MUSIC:	APPLIED—PERCUSSION	MUSIC:	APPLIED—WOODWINDS
MVP 1211	APPLIED MUSIC PERCUS- SION	MVW 1211	APPLIED MUSIC FLUTE
		MVW 1212	APPLIED MUSIC OBOE
		MVW 1213	APPLIED MUSIC CLARINET
		MVW 1214	APPLIED MUSIC BASSOON
		MVW 1215	APPLIED MUSIC SAXO— PHONE

*A special fee of \$30.00 is required.

Music—Applied—Principal Instrument—Freshman Level**

Private instruction—two one-half hour lessons a week. The course presents techniques and literature of the applied music area, administered through private instruction and seminars. Maximum credit: six semester hours. 0-1-2*

Instruction is available in the following:

MUSIC:	APPLIED—BRASSES	MUSIC:	APPLIED—KEYBOARD
MVB 1311	APPLIED MUSIC TRUMPET	MVK 1311	APPLIED MUSIC PIANO
MVB 1312	APPLIED MUSIC HORN	MVK 1313	APPLIED MUSIC ORGAN
MVB 1313	APPLIED MUSIC TROM- BONE	MUSIC:	APPLIED—PERCUSSION
MVB 1314	APPLIED MUSIC BARITONE HORN	MVP 1311	APPLIED MUSIC PERCUS- SION
MVB 1315	APPLIED MUSIC TUBA		

*Lecture-Lab-Credit Hours

*A special fee of \$60.00 is required.

Music

MUSIC:	APPLIED—STRINGS
MVS 1311	APPLIED MUSIC VIOLIN
MVS 1312	APPLIED MUSIC VIOLA
MVS 1313	APPLIED MUSIC CELLO
MVS 1314	APPLIED MUSIC STRING BASS
MVS 1316	APPLIED MUSIC GUITAR

MUSIC:	APPLIED—VOICE
MVV 1311	APPLIED MUSIC VOICE

MUSIC:	APPLIED—WOODWINDS
MVW 1311	APPLIED MUSIC FLUTE
MVW 1312	APPLIED MUSIC OBOE
MVW 1313	APPLIED MUSIC CLARINET
MVW 1314	APPLIED MUSIC BASSOON
MVW 1315	APPLIED MUSIC SAXO-PHONE

Music—Applied—Secondary Instrument—Sophomore Level**

Private instruction—one half-hour lesson a week. Maximum credit: three semester hours. 0-½-1*

Instruction is available in the following:

MUSIC:	APPLIED—BRASSES	MUSIC:	APPLIED—STRINGS
MVB 2221	APPLIED MUSIC TRUMPET	MVS 2221	APPLIED MUSIC VIOLIN
MVB 2222	APPLIED MUSIC HORN	MVS 2222	APPLIED MUSIC VIOLA
MVB 2223	APPLIED MUSIC TROMBONE	MVS 2223	APPLIED MUSIC CELLO
MVB 2224	APPLIED MUSIC BARITONE HORN	MVS 2224	APPLIED MUSIC STRING BASS
MVB 2225	APPLIED MUSIC TUBA	MVS 2226	APPLIED MUSIC GUITAR
		MVS 2227	APPLIED MUSIC BASS GUITAR
MUSIC:	APPLIED—KEYBOARD	MUSIC:	APPLIED—VOICE
MVK 2221	APPLIED MUSIC PIANO	MVV 2221	APPLIED MUSIC VOICE
MVK 2223	APPLIED MUSIC ORGAN		
MUSIC:	APPLIED—PERCUSSION	MUSIC:	APPLIED—WOODWINDS
MVP 2221	APPLIED MUSIC PERCUSSION	MVW 2221	APPLIED MUSIC FLUTE
		MVW 2222	APPLIED MUSIC OBOE
		MVW 2223	APPLIED MUSIC CLARINET
		MVW 2224	APPLIED MUSIC BASSOON
		MVW 2225	APPLIED MUSIC SAXO-PHONE

**A special fee of \$30.00 is required.

Music—Applied—Principal Instrument—Sophomore Level**

Private instruction—two one half-hour lessons a week. Maximum credit: six semester hours. 0-1-2*

MUSIC:	APPLIED—BRASSES	MUSIC:	APPLIED—PERCUSSION
MVB 2321	APPLIED MUSIC TRUMPET	MVP 2321	APPLIED MUSIC PERCUSSION
MVB 2322	APPLIED MUSIC HORN		
MVB 2323	APPLIED MUSIC TROMBONE		
MVB 2324	APPLIED MUSIC BARITONE HORN	MUSIC:	APPLIED—STRINGS
MVB 2325	APPLIED MUSIC TUBA	MVS 2321	APPLIED MUSIC VIOLIN
		MVS 2322	APPLIED MUSIC VIOLA
		MVS 2323	APPLIED MUSIC CELLO
		MVS 2324	APPLIED MUSIC STRING BASS
		MVS 2326	APPLIED MUSIC GUITAR
MUSIC:	APPLIED—KEYBOARD		
MVK 2321	APPLIED MUSIC PIANO		
MVK 2323	APPLIED MUSIC ORGAN		

*Lecture-Lab-Credit Hours

**A special fee of \$60.00 is required.



MUSIC:
MVW 2321

APPLIED VOICE
APPLIED MUSIC VOICE

MUSIC:
MVW 2321
MVW 2322
MVW 2323
MVW 2324
MVW 2325

APPLIED—WOODWINDS
APPLIED MUSIC FLUTE
APPLIED MUSIC OBOE
APPLIED MUSIC CLARINET
APPLIED MUSIC BASSOON
APPLIED MUSIC SAXO-
PHONE

Lecture-Lab-Credit Hours
A special fee of \$60.00 is required.

Music

Music: Other Than Applied

MUSIC EDUCATION

MUE 2440 STRING TECHNIQUES

This course provides basic instruction in string instruments. Music Education majors are required to have instruction in one of the following: (offered upon demand)

- A. Violin
- B. Viola
- C. Cello
- D. String Bass. 0-2-1*

MUE 2450 WOODWIND TECHNIQUES

This course provides basic class instruction in woodwind instruments. Music Education majors are required to have instruction in one of the following: (offered upon demand).

- A. Clarinet
- B. Flute
- C. Saxophone. 0-2-1*

MUE 2460 BRASS TECHNIQUES

This course provides basic class instruction in brass instruments. Music Education majors are required to have instruction in one of the following: (offered upon demand)

- A. Trumpet
- B. French Horn
- C. Trombone
- D. Tuba. 0-2-1*

MUE 2470 PERCUSSION TECHNIQUES

This course provides class instruction in the basic percussion instruments and is required of Music Education majors. 0-2-1* (offered upon demand)

MUSIC: HISTORY/MUSICOLOGY

MUH 2111 INTRODUCTION TO MUSIC HISTORY

This course is designed for the music major and is an introduction to music history and literature. It includes a program of listening with the use of recorded music and scores. 3-0-3* (offered Fall term)

MUSIC: MUSIC LITERATURE

MUL 1011 MUSIC APPRECIATION

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis for intelligent listening and to help him develop a more thorough understanding of music. Course offers credit in General Education for non-music majors. 3-0-3* (offered Fall, Winter, Spring I & II terms)

MUL 1955 APPRECIATION OF MUSIC (FOREIGN STUDY)

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis of intelligent listening and to help him to develop a more thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Pre-flight seminars are given to make the travel a valid educational experience. Examinations and written reports are required based on observations and listening experiences witnessed abroad. This course may be substituted for MUL 1011. A special fee is charged. (offered upon demand)

*Lecture-Lab-Credit Hours

MUSIC: ENSEMBLES

The letter A, B, C, or D will be added to the common course number for each music ensemble to indicate that credit may be earned one, two, three, or four times in each course.

MUN 1120 CONCERT BAND—ALL LEVELS

Any qualified student who enjoys the study and performances of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use. 0-3-1* ** (offered Fall & Winter terms)

MUN 1210 SYMPHONY ORCHESTRA

This organization provides the opportunity for experience in the playing of various types of orchestral literature. Any qualified student is eligible to enroll for credit or audit with permission of the department. 0-3-1* ** (offered Fall & Winter terms)

MUN 1310 MIXED CHORUS—ALL LEVELS

Membership is open to all students. Students participate in the study and performance of varied repertory of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or audit. 0-3-1* ** (offered Fall & Winter terms)

MUN 1492A GUITAR ENSEMBLE

(Prerequisite: MVS 1116 and MVS 1117 or equivalent) This course is designed to give the student an opportunity to play in guitar ensembles ranging from duets to octets. The music will be taken from classical and jazz literature. 0-2-1* (offered Fall & Winter terms)

MUN 1492B GUITAR ENSEMBLE

This course is a continuation of MUN 1492A. 0-2-1*

MUN 1710 JAZZ-POP ENSEMBLE INSTRUMENTAL—ALL LEVELS

This organization provides opportunities for the student to become acquainted with the techniques and styles of contemporary popular music and jazz. Members are selected by audition. 0-2-1* (offered Fall, Winter & Spring I terms)

MUN 1720 JAZZ-POP ENSEMBLE VOCAL—ALL LEVELS

This organization provides a selected group of vocal performers with instrumental accompanists, opportunities to perform contemporary sounds of folk, pop, jazz and rock music. Members are selected by audition. 0-2-1* (offered Fall & Winter terms)

MUS 0011 SEMINAR IN MUSIC

Music majors meet together one hour a week each semester to attend lectures, workshops, film showings, artists' performances and student recitals. The seminar programs are planned to supplement the required music curriculum. Attendance and participation is a requirement of students enrolled in applied music courses. 1-0-0* (offered Fall & Winter terms)

MUSIC: THEORY

MUT 1001 FUNDAMENTALS OF MUSIC

This is an introductory course in basic music skills for classroom teachers and those interested in music fundamentals. The course includes the study of notation, rhythm, singing, basic piano skills and conducting. 3-0-3* (offered upon demand)

MUT 1111 FIRST YEAR MUSIC THEORY I

(Co-requisite: MUT 1241) This course includes study of the melodic, harmonic and rhythmic elements of music through part writing and music analysis. The harmonic material is limited to the principal diatonic structures. This is a university parallel course for students majoring in music. 3-0-3* (offered Fall & Winter terms)

*Lecture-Lab-Credit Hours

**A maximum of 4 semester hours credit may be applied toward the A.A. Degree. Credit received for participation may be in addition to normal academic load.

Music

MUT 1112 FIRST YEAR MUSIC THEORY II

(Prerequisite: MUT 1111 or equivalent. Co-requisite: MUT 1242) This course is a continuation of MUT 1111, Music Theory and includes the study of additional diatonic triads, non-harmonic tones, and diatonic seventh chords. 3-0-3* (offered Spring I & II terms)

MUT 1241 FIRST YEAR EAR TRAINING & SIGHT SINGING I

This course includes aural dictation and provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. 0-2-1* (offered Fall & Winter terms)

MUT 1242 FIRST YEAR EAR TRAINING SIGHT SINGING II

(Prerequisite: MUT 1241 or equivalent) This course is a continuation of MUT 1241. 0-2-1* (offered Winter & Spring I terms)

MUT 1351 JAZZ ARRANGING I

(Prerequisite: MUT 1111 or equivalent) This course is a study of arranging music in the popular and jazz idiom. Students will write arrangements for a variety of instrumental combinations for evaluation in class. 2-0-2* (offered upon demand)

MUT 1352 JAZZ ARRANGING II

(Prerequisite: MUT 1351 or equivalent) This course is a continuation of MUT 1351. 2-0-2* (offered upon demand)

MUT 2116 SECOND YEAR MUSIC THEORY I

(Prerequisite: MUT 1112 or equivalent. Co-requisite: MUT 2246) This course is a continuation of MUT 1112, Music Theory, and includes the study of modulations to closely related keys, additional diatonic seventh chords, altered chords, and borrowed chords. 3-0-3* (offered Fall term)

MUT 2117 SECOND YEAR MUSIC THEORY II

(Prerequisite: MUT 2116 or equivalent. Co-requisite: MUT 2247) This course is a continuation of MUT 2116, and includes the study of secondary dominants, other seventh chord and altered chord structures, chords of the ninth, eleventh, and thirteenth and advanced modulations. The shorter music forms are studied through analysis and original composition. 3-0-3* (offered Winter term)

MUT 2231 FIRST YEAR KEYBOARD HARMONY I

(Prerequisite: MUT 1112 and MUT 1242 or the equivalents) This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions, and improvisation. 0-2-1* (offered Fall term)

MUT 2232 FIRST YEAR KEYBOARD HARMONY II

(Prerequisite: MUT 2231 or equivalent) This course is a continuation of MUT 2231. 0-2-1* (offered Winter term)

MUT 2246 SECOND YEAR EAR TRAINING & SIGHT SINGING I

(Prerequisite: MUT 1242 or equivalent) This course includes aural dictation and provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. 0-2-1* (offered Fall term)

MUT 2247 SECOND YEAR EAR TRAINING SIGHT SINGING II

(Prerequisite: MUT 2246 or equivalent) This course is a continuation of MUT 2246. 0-2-1* (offered Winter term)

MUH 2016 JAZZ ORIENTATION (Institutional Credit Only)

This course offers the student an introduction to jazz by means of examining jazz music and its performers, essentials of its style, and basic concepts in jazz improvisation. 2-0-2* (offered Fall term)

MUT 2641 INSTRUMENTAL IMPROVISATION

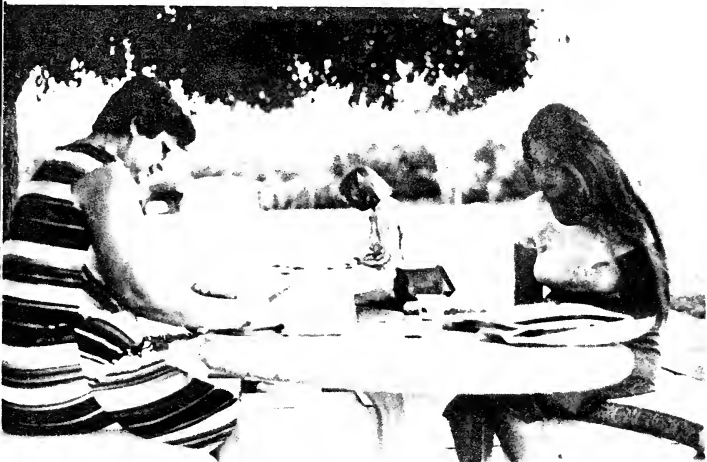
(Prerequisite: MUH 2016 and MUT 1001 or equivalents) This is a practical laboratory

session involving the application of scales, chords, and melody to musical phrasing and expression in the jazz idiom. 0-2-1* (offered upon demand)

MUM 2031 POP VOCAL STYLE I

(Prerequisite: MUT 1112 or equivalent) This course is a study of various vocal styles in jazz and popular music. Included will be analyses of the singing of outstanding vocal stylists and methods for the students' technical development in this idiom. 0-2-1* (offered upon demand)

*Lecture-Lab-Credit Hours



Nursing

FACULTY: Morgan (Chairperson), Benken, Brown, Campbell, Coffin, Faquir, Ghioto, Harden, Harmes, Harrell, Hayes, Huneke, Jarvis, McCann, Merkle, Metts, Mudwilder, Poole, Sherman

MAJORS: Nursing, Pre-Nursing

COURSE PREFIXES: NUR, NUS, NUU

PROGRAMS:

NURSING (A.S. 13-301)

This course is approved by the Florida State Board of Nursing and graduates are eligible to take the examination for licensure to practice as Registered Nurses. The program leads to graduation with the Associate in Science Degree. Clinical experience is in local hospitals and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation.

Palm Beach Junior College will grant 35 semester hours of credit in nursing to count toward the A.S. Degree in Nursing to a registered nurse who is licensed in Florida and has practiced nursing on a full-time basis within the last five (5) years for at least six (6) months.

Please refer to Admission Requirements

All nursing courses must be taken in sequence and a grade of "C" or better must be earned in BOTH the clinical and academic components of each course. Other courses listed must be taken in the sequence designated or prior to the nursing course.

The student must maintain a "C" average to remain in the program and must make a "C" or above in all nursing courses and Anatomy and Physiology, and Microbiology.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
APB 1190	Anatomy and Physiology I	2		
APB 1190L	Anatomy & Physiology I Lab	1		
MCB 1000	Microbiology.....	2		
MCB 1000L	Microbiology Lab.....	1		
ENC 1103	Freshman Communications I.....	3		
NUU 1140C	Fundamentals of Nursing	6		
PSY 2012	General Psychology	3		
APB 1191	Anatomy and Physiology II.....		2	
APB 1191L	Anatomy and Physiology II Lab.....		1	
ENC 1136	Freshman Communications II		3	
DIE 1201	Nutrition-Health & Disease I.....		2	
NUR 1210C	Medical and Surgical Nursing I.....		6	
NUS 2310	Human Growth and Development		2	
NUR 1211C	Medical and Surgical Nursing II			4
		<hr/> 18	<hr/> 16	<hr/> 4

SOPHOMORE YEAR

NUR 2220C	Medical and Surgical Nursing III	5	
NUR 2310C	Psychiatric-Mental Health Nursing ...	4	
NUR 2622	Nursing Seminar	1	
or			
NUR 2120C	Pediatric Nursing	4	
NUR 2110C	Maternity Nursing	4	
DIE 1202	Nutrition-Health & Disease II	1	
Plus			
	Physical Education	1 (1)	
SOC 1200	Introduction to the		
	Social Sciences	3 (3)	
NUR 2220C	Medical and Surgical Nursing III		5
NUR 2310C	Psychiatric-Mental Health Nursing ...		4
NUR 2622	Nursing Seminar		1
or			
NUR 2120C	Pediatric Nursing		4
NUR 2110C	Maternity Nursing		4
DIE 1202	Nutrition-Health & Disease II		1
Plus			
	Physical Education	1 (1)	
POS 1001*	Introduction to		
	Political Science	3 (3)	
		14-13	14-13

*POS 2041 or AMH 2010 may be substituted.



TEN MONTH LPN TO RN PROGRAM

(Courses to be taken after student has met pre-requirements)

COURSE	TITLE	SEMESTER HOURS CREDIT
NUR 1212C	Integrated Nursing I	10
NUR 2132C	Integrated Nursing II	4
NUS 2310	Human Growth and Development	2
DIE 1202	Nutrition-Health and Disease II	1
NUR 2220C	Medical and Surgical Nursing III	5
NUR 2622	Nursing Seminar	1
NUR 2310C	Psychiatric-Mental Health Nursing	4
DIE 1201	Nutrition-Health and Disease I	2
		<u>29</u>

Nursing

PRE-NURSING (A.A. 13-302)

This program is intended to give the student the first two years of a four-year course leading to a Bachelor's Degree in nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing in order to obtain optimum choice of courses at the Junior College. In some cases, it may be advisable to transfer at the end of the freshman year.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
BSC 1010	Principles of Biology	3	
BSC 1010L	Principles of Biology Laboratory	1	
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
MCB 1000	Microbiology		2
MCB 1000L	Microbiology Lab		1
HES 1000*	Perspectives on Healthful Living	2	
MGF 1113	General Education Math I		3
	Physical Education	1	1
SOC 1200	Introduction to the Social Sciences	3	
POS 1001**	Introduction to Political Science		3
CHM 1015	Principles of Chemistry		3
or			
PSC 1513	Survey of Physical Science I..... (3)		
	Elective	4	
		<u>16</u>	<u>16</u>

SOPHOMORE YEAR

ARH 1000	Art Appreciation	3	
or			
MUL 1011	Music Appreciation	(3)	
APB 1190	Anatomy and Physiology I	2	
APB 1190L	Anatomy and Physiology I Laboratory	1	
APB 1191	Anatomy and Physiology II		2
APB 1191L	Anatomy and Physiology II Laboratory		1
	Literature		3
HUN 1201	Elements of Nutrition		3
VOH 1012	Ancient & Medieval Civilizations	3	
or			
AMH 2010	U.S. History to 1865	(3)	
VOH 1022	Modern Civilizations		3
or			
AMH 2020	U.S. History from 1865	(3)	
PSY 2012	General Psychology	3	
PGC 2120	Personality Development		3
SPC 1600	Fundamentals of Speech	3	
		<u>15</u>	<u>15</u>

*HES 2121 may be substituted.

**POS 2041 or AMH 2010 may be substituted.

NUR 1210C MEDICAL AND SURGICAL NURSING I

(Prerequisite: NUU 1140C) This segment is an introduction to nursing needs of the adult with more common medical and surgical conditions. Patient-centered teaching in the clinical experience provides opportunity for development of skills. Offered in the Winter Term. 3-9-6*

NUR 1211C MEDICAL AND SURGICAL NURSING II

(Prerequisite: NUR 1210C) This is a continuation of NUR 1210C. Offered in the first session of the Spring Term only 2-6-4*

NUR 1212C INTEGRATED NURSING I

(Co-requisites: DIE 1201 and NUS 2310) This course is designed to build upon and increase the depth of knowledge in medical-surgical nursing of the licensed practical nurse. It is an introduction to the nursing needs of the adult with more common medical-surgical conditions. Patient centered teaching in the clinical experience provides opportunity for development of skills. 8-6-10* (offered Fall term)

NUR 2110C MATERNITY NURSING

(Prerequisite: NUR 1211C) A family centered course dealing with all facets of the childbearing phase of the woman's life. Pregnancy, labor and delivery, the post-partum and care of the newborn are included. Emphasis is placed on the normal aspects of the maternity and neonatal cycle, and the prevention of complications during this period. Clinical experiences and observations are available in local hospitals and other health agencies. 2-6-4* (offered Fall & Winter terms)

NUR 2120C PEDIATRIC NURSING

(Prerequisite: NUR 1211C) This course includes the problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Principles of growth and development are utilized throughout the course. Clinical experience provides opportunity to apply knowledge and skill in the hospital and other local health agencies. 2-6-4* (offered Fall & Winter terms)

NUR 2132C INTEGRATED NURSING II

(Prerequisite: NUR 1212C) (Challenge exam for Obstetric and Pediatric Nursing) This course is designed to increase practitioner's depth of knowledge of problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common disease encountered in this age group. Principles of growth and development are utilized throughout the course. Also included is a family centered course dealing with all facets of the child-bearing phase of the woman's life. Pregnancy, labor, delivery, post-partum and care of the new born are included. Emphasis is placed on the normal aspects of the maternity and neonatal cycle and the prevention of complications during this period. Clinical experiences and observations are available in local health care agencies. 3-3-4* (offered Spring I term)

NUR 2220C MEDICAL-SURGICAL NURSING III

(Prerequisite: NUR 1211C) Provides a continuation of medical-surgical nursing. Building on the prerequisite science and nursing courses, this course is concerned with more complex nursing problems. Clinical experience is planned so that the student will have opportunities to refine certain skills, and will also be expected to utilize past learning as she is challenged to increasingly use her own initiative in solving problems. The student is increasingly concerned with the multiplicity of interrelated factors in the patient's state of health as she is taught to plan for patient's discharge and is concomitantly introduced to community health agencies. 3-6-5* (offered Fall & Winter terms)

NUR 2240C CORONARY CARE NURSING

This is a course for graduate nurses and involves the study of patho-physiology and electrocardiography and nursing care of the patient with acute and chronic coronary heart disease. The course meets eight hours a day, five days a week, for four weeks and includes classroom and clinical experience. Resource people are used in areas of

Nursing

specialization. The course is approved by the Florida Heart Association and the student receives a certificate upon successful completion. The student applies for the course by contacting the Heart Association of Palm Beach County. 4-6-6* (offered Fall & Winter terms)

NUR 2310C PSYCHIATRIC—MENTAL HEALTH NURSING

(Prerequisite: NUR 1211C) This course is designed to give the student an understanding of the principles, concepts and processes of psychiatric nursing. A thorough study of the various types of behavior presented by the mentally ill is presented with major emphasis on nursing intervention into the problems presented by these patients. The current treatment modalities are reviewed with emphasis on the nurses' responsibilities. The spectrum of community resources available for the prevention of mental illness, and the treatment and rehabilitation of the emotionally disturbed person, are stressed. 2-6-4* (offered Fall & Winter terms)

NUR 2622 NURSING SEMINAR

A nursing seminar designed to foster critical thinking and intellectual curiosity. Includes historical look at nursing, team nursing, the law and the nurse, opportunities in nursing, and current issues influencing the practice of nursing. 1-0-1* (offered Fall & Winter terms)

Nursing Support

NUS 2310 HUMAN GROWTH AND DEVELOPMENT

This course is a study of the growth and development of the well individual and includes the implications for health care. Emphasis is placed on the development concepts applicable to specific age groups and the change necessitated through the mature years and into old age. 2-0-2* (offered Fall & Winter terms)

NUS 2402 MEDICAL TERMINOLOGY

This course is designed to acquaint the student, who is preparing for a health related vocation, with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined, and use of medical dictionary and related sources are emphasized. Application is made to procedures, diagnostic tests and conditions encountered in various health related fields. 3-0-3* (offered Fall & Winter terms)

Nursing Universals

NUU 1140C FUNDAMENTALS OF NURSING

This course is an orientation to the field of nursing and includes basic nursing concepts and procedures based on scientific principles. Emphasis is placed on identifying and meeting the patient's needs, and using the problem solving approach in nursing situations. Mental hygiene concepts are introduced to form a basis for better understanding of the patient as a person, and as a background for further study. 3-9-6* (offered Fall term)

NUU 2350 NURSING PHYSICAL ASSESSMENT

This is a course for graduate nurses and is designed to extend their role in the health care system. The course will provide the requisite didactic knowledge and skill requirements for the experienced Registered Nurse to become competent in basic physical assessment of patients. The Registered Nurse will, after course completion under a physician's supervision, be able to effectively screen the patients and facilitate them into the health care system. 3-3-4* (offered Fall & Winter terms)

*Lecture-Lab-Credit Hours

Physical Education

FACULTY: Reynolds (Chairperson), Bell, Blanton, Ceravolo, Edgerton, Knowles, Rhodes

MAJOR: Physical Education

COURSE PREFIXES: DAA, LEI, PEL, PEM, PEN, PEO, PEP, PEQ, PET

PROGRAMS:

PHYSICAL EDUCATION (A.A. 10-227)

FRESHMAN YEAR

COURSE	TITLE	HOURS	CREDIT
		Fall	Winter
BSC 1010	Principles of Biology	3	
OO 1013	General Zoology		3
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
PEL 1016L	Fundamentals of Field Sports	2	
PEL 1620L	Fundamentals of Volleyball & Basketball		2
DAA 1050	Fundamentals of Rhythmics		2
PEP 1201	Fundamentals of Tumbling & Gymnastics		2
PET 2000	Introduction to Physical Education	3	
PET 2010C	Basic Principles & Mechanics of Movement	2	
SOC 1200	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science		3
		<u>16</u>	<u>15</u>

SOPHOMORE YEAR

ARH 1000	Art Appreciation		3
or			
MUL 1011	Music Appreciation	(3)	
	Literature		3
HES 2121	Life Science & Health	3	
MGF 1113	General Education Math I		3
PEL 1345L	Fundamentals of Badminton & Archery		2
PEL 1120L	Fundamentals of Tennis & Golf		2
PEN 1121	Fundamentals of Aquatics	2	
PEO 1323L	Officiating I	2	
PEO 2623	Officiating II	2	
PSY 2012	General Psychology	3	
GPC 1600	Fundamentals of Speech	3	
	Electives**		3
		<u>15</u>	<u>16</u>

*POS 2041 or AMH 2010 may be substituted.

**Must be General Education Elective.

NOTE: Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for other majors.

Physical Education

COURSE DESCRIPTIONS

Dance Activities

DAA 2160 FUNDAMENTALS OF INTERPRETIVE MOVEMENT

Included in this course are theory and practice of basic body conditioning exercises, fundamentals of movement and its relationship to rhythm, design, and dynamics. 0-2-1* (offered Fall & Winter terms)

DAA 2161 ADVANCED INTERPRETIVE MOVEMENT

This course is designed to give the student further opportunity to pursue the study and application of rhythmic movement through combining acquired skills and knowledge. 0-2-1* (offered Winter term)

DAA 2374 FOLK AND SQUARE DANCE

This course includes the study, practice and application of basic skills in the square dance and other folk dances of America and other countries. 0-2-1* (offered Winter term)

Leisure

LEI 2700C RECREATION FOR THE AGED AND HANDICAPPED

This course is designed to develop knowledge and skills in recreational activities for the ill, the aging, and the physically and mentally handicapped. 1-4-3* (offered Fall term)

Physical Education Activities

PEL 1011L TEAM ACTIVITIES

Provision is made in this course for a general review of a variety of team activities. Skills, strategy, and application of the rules of soccer, speedball and gatorball will be included with flag-football and softball reviewed when in season. 0-2-1* (offered Fall term)

PEL 1211L SOFTBALL

This course includes skills, strategy, and application of rules for softball with opportunity given for development of officiating techniques. 0-2-1* (offered Fall & Winter terms)

PEL 1321L VOLLEYBALL

This course introduces the student to the various skills and fundamental techniques of volleyball. 0-2-1* (offered Fall & Winter terms)

PEL 1346L BADMINTON

This course offers instruction in basic skills and fundamentals with practice in singles and doubles. 0-2-1* (offered Fall & Winter terms)

PEL 1621L BASKETBALL

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usage. 0-2-1* (offered Fall term)

PEL 2041L RECREATIONAL GAMES

This course offers activities of a recreational nature with emphasis on participation in table tennis, paddle tennis, deck tennis and other activities subject to staff approval. 0-2-1* (offered Fall & Winter terms)

PEL 2111L BOWLING

This course includes the theory, the application and the practice of basic skills in bowling. 0-2-1* (See Fee Schedule) (offered Fall & Winter terms)

PEL 2121L GOLF

This class is designed to offer instruction in the fundamental skills and the application of the rules for golf. 0-2-1* (offered Fall, Winter & Spring I terms)

*Lecture-Lab-Credit Hours

PEL 2141L ARCHERY

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0-2-1* (offered Fall, Winter & Spring I terms)

PEL 2341L TENNIS

This course is designed to provide the student with basic skills, techniques, fundamentals, strategy, and application of rules in tennis. (Students furnish own racquets) 0-2-1* (offered Fall, Winter & Spring I terms)

PEL 2342L INTERMEDIATE TENNIS

This course is designed for the more advanced tennis student to pursue application of tennis skills by a combination of learning analyzations, strategies, and progressions of skill development. 0-2-1* (offered Fall & Winter terms)

PEM 1201L GYMNASTICS

This course is designed to develop elementary skills and acquire safety procedures. Opportunity is provided for learning basic skills in tumbling, free exercise, balance beam, parallel bars and trampoline. 0-2-1* (offered Fall & Winter terms)

PEM 1421L WRESTLING

This course introduces the student to the various rules, skills and fundamental techniques of wrestling. 0-2-1* (offered Winter term)

PEM 2405L SELF-DEFENSE

Designed to develop self-confidence and abilities for self-defense in the event of an attack upon the person. Skills developed in use of personal means of defense. Includes instruction in crime prevention by safeguarding person and property through awareness. 0-2-1* (offered Fall, Winter & Spring I terms)

PEN 2113L SENIOR LIFESAVING

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Senior Lifesaving Certificate. 0-2-1* (offered Winter term—see fee schedule)

PEN 2122L INTERMEDIATE SWIMMING AND DIVING

This course is designed to provide the student with the opportunity to learn the elements of good swimming, diving, and water safety skills beyond the beginner and advanced beginner level. 0-2-1* (offered Fall & Winter terms—see fee schedule)

PEQ 2115L WATER SAFETY INSTRUCTOR

(Prerequisite: PEN 2113L) This course provides the individual with a strong teaching knowledge of basic strokes of swimming, life saving theory and techniques of rescue, safe basic small craft skills and to train the individual to stress safe practices in any aquatic activity. Successful completion certifies the student to become an American National Red Cross Water Safety Instructor. 0-2-1* (offered Winter term)

Physical Education Major Courses**DAA 1050 FUNDAMENTALS OF RHYTHMICS**

Basic fundamentals of folk dance, square dance, singing games and other rhythmic activities. 1-2-2* (offered Winter term)

PEL 1016L FUNDAMENTALS OF FIELD SPORTS

Practice in basic skills, strategies, and progressions in football, soccer, speedball, gatorball, flag-tag, softball and others, subject to staff approval. 1-2-2* (offered Fall term)

PEL 1620L FUNDAMENTALS OF VOLLEYBALL AND BASKETBALL

Practice in the basic skills, strategies and progressions of volleyball and basketball. 1-2-2* (offered Winter term)

PEL 1345L FUNDAMENTALS OF BADMINTON & ARCHERY

Practice in the basic skills, strategies and progressions in the fundamentals of badminton and archery. 1-2-2* (offered Winter term)

Lecture-Lab-Credit Hours

Physical Education

PEL 1120L FUNDAMENTALS OF TENNIS & GOLF

Practice in the basic skills, strategies and progressions in the fundamentals of tennis and golf. 1-2-2* (offered Winter term)

PEN 1121 FUNDAMENTALS OF AQUATICS

Practice in the basic skills and progressions in swimming. Attitudes towards safety are developed. Students are exposed to the organization of and the officiating of meets. 1-2-2* (offered Fall term)

PEP 1201L FUNDAMENTALS OF TUMBLING & GYMNASTICS

Practice in the basic skills and progressions in tumbling and gymnastics. Balance beam, vaulting, parallels, highbar, rings, trampoline and floor exercise included. 1-2-2* (offered Fall & Winter terms)

PEO 1323L SPORTS OFFICIATING: VOLLEYBALL AND SELECTED INDIVIDUAL SPORTS

This course gives the student an opportunity to develop skill in officiating volleyball, softball and selected individual sports activities. 1-2-2* (offered Fall term)

PEO 2623 SPORTS OFFICIATING: BASKETBALL, SOFTBALL AND SELECTED INDIVIDUAL SPORTS

This course gives the student an opportunity to develop skill in officiating basketball, softball and selected individual sports activities. 1-2-2* (offered Winter term)

PET 2000 INTRODUCTION TO PHYSICAL EDUCATION

(Prerequisite: Open only to declared PE majors and minors) This course is an introduction to physical education and related areas including history, program, training and professional opportunities. 3-0-3* (offered Fall & Winter terms)

PET 2010C BASIC PRINCIPLES AND MECHANICS OF MOVEMENT

This course is designed to provide the pre-professional, physical education student with an understanding of efficient movement and the basic mechanical principles underlying it, with application of these principles to fundamental physical skills, sports and dance. 2-0-2* (offered Fall term)

*Lecture-Lab-Credit Hours



Related Health Programs

ACULTY: Schmiederer (Chairperson, Allied Health Division), Bortnick, Erickson, Jones, Meeker, Saunders, Seemayer

MAJORS: Health Education (A.A.), Medical Assistant (A.S.), Medical Laboratory Technology (A.S.), Medical Technologist (A.A.) Mental Health Technology (A.S.), Occupational Therapy (A.A.), Occupational Therapy Assistant (A.S.), Physical Therapy (A.A.), Radiological Technology (A.S.)

COURSE PREFIXES: APB, EMT, HES, MHT, MLS, OTH, RTE

PROGRAMS:

HEALTH EDUCATION (A.A. 21-226)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ARH 1000	Art Appreciation.....	3	
or			
MUS 1011	Music Apprciation (3)		
SC 1010	Principles of Biology	3	
SC 1010L	Principles of Biology Laboratory	1	
ZO 1013	General Zoology.....		3
ZO 1013L	General Zoology Laboratory		1
NC 1103	Freshman Communications I	3	
NC 1136	Freshman Communications II.....		3
ES 2121	Life Science and Health.....	3	
GF 1113	General Education Math I		3
	Physical Education	1	1
OC 1200	Introduction to the Social Sciences	3	
OS 1001*	Introduction to Political Science		3
		<hr/> 17	<hr/> 14

SOPHOMORE YEAR

CHM 1015	Principles of Chemistry	3	
	Literature	3	3
UN 1201	Elements of Nutrition	3	
ES 1400	Standard First Aid and Personal Safety.....		1
HI 1100	Art of Thinking		3
PSY 2012	General Psychology.....	3	
GC 2120	Personality Development		3
PC 1600	Fundamentals of Speech		3
	Electives	3	3
		<hr/> 15	<hr/> 16

POS 2041 or AMH 2010 may be substituted.

Related Health Programs

MEDICAL ASSISTANT (A.S. 21-030) (Not offered 78-79 Year)

This course prepares the student for work in the physician's office as his assistant. The trainee learns to make and check appointments, keep records of visitations, necessary supplies, write letters, case histories, and purchase orders for supplies; prepare monthly statements; do routine laboratory work such as blood and urinalysis testing; and, in general, to establish better public relations.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ACC 1001	Principles of Accounting I		3
SES 1100	Beginning Typewriting	2	
SES 1110C	Intermediate Typewriting		2
SES 2331	Business Communications		3
APB 1190	Anatomy and Physiology I	2	
APB 1190L	Anatomy and Physiology I Laboratory	1	
APB 1191	Anatomy and Physiology II		2
APB 1191L	Anatomy and Physiology II Laboratory		1
CHM 1015	Principles of Chemistry	3	
CHM 1015L	Principles of Chemistry Laboratory	1	
ENC 1103	Freshman Communications I	3	
HUN 1201	Elements of Nutrition		3
HES 1000*	Perspectives on Healthful Living		2
HES 1400	Standard First Aid and Personal Safety	1	
	Physical Education	1	1
PSY 2012	General Psychology	3	
		<u>17</u>	<u>17</u>

SOPHOMORE YEAR

SES 1341	Office Practice		3
MCB 1000	Microbiology	2	
MCB 1000L	Microbiology Laboratory	1	
APB 2303L	Medical Laboratory Procedures I	3	
APB 2311C	Medical Laboratory Procedures II		3
APB 2380L	Internship		3
NUS 2402	Medical Terminology	3	
EGC 2120	Personality Development		3
SOC 1200	Introduction to the Social Sciences	3	
POS 1001**	Introduction to Political Science		3
	Electives	3	
		<u>15</u>	<u>15</u>

* HES 2121 may be substituted.

**POS 2041 or AMH 2010 may be substituted.

MEDICAL TECHNOLOGY (A.A. 21-036)

Ninety (90) semester hours of preliminary work are required for admission to the institution offering the final year of laboratory instruction. While 90 of these hours may be taken at a junior college, the student will receive only an M.T. designation and no bachelor's degree upon completion of the clinical year. If a baccalaureat degree is desired along with the M.T., the student must complete the third year of preliminary work at a baccalaureat degree-granting institution. The requirements for the A.A. degree at Palm Beach Junior College will be fulfilled at the end of the second year in the program outlines.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
SC 1010	Principles of Biology	3	
SC 1010L	Principles of Biology Laboratory	1	
OO 1013	General Zoology		3
OO 1013L	General Zoology Laboratory		1
CHM 1045	General Chemistry I	3	
CHM 1045L	General Chemistry I Laboratory	1	
CHM 1046	General Chemistry II		3
CHM 1046L	General Chemistry II Laboratory		1
NC 1103	Freshman Communications I	3	
NC 1136	Freshman Communications II		3
MAC 1104	College Algebra	3	
MAC 1144	Trigonometry and Analytic Geometry		3
ARH 1000	Art Appreciation	3	
or			
MUL 1011	Music Appreciation	(3)	
HES 1000*	Perspectives on Healthful Living		2
	Physical Education		1
		<hr/> 17	<hr/> 17

SOPHOMORE YEAR

	Literature	3	
OC 1200	Introduction to the Social Sciences	3	
OS 1001**	Introduction to Political Science		3
HY 2023	General Physics I	3	
HY 2048L	General Physics I Laboratory	1	
HY 2024	General Physics II		3
HY 2049L	General Physics II Laboratory		1
CHM 2210	Organic Chemistry I	3	
CHM 2210L	Organic Chemistry I Laboratory	1	
CHM 2211	Organic Chemistry II		3
CHM 2211L	Organic Chemistry II Laboratory		1
	Physical Education		1
	Electives		3
		<hr/> 14	<hr/> 15

*HES 2121 may be substituted.

*POS 2041 or AMH 2010 may be substituted.

NOTE: Some colleges offering Medical Technology highly recommend some of the following courses in addition to the above requirements: BOT 1010-BOT 1010L, PHI 1100, STA 2014.

Related Health Programs

MEDICAL LABORATORY TECHNOLOGY (A.S. 21-032)

Requirements for Certification by the Registry of Medical Technologists of the American Society of Clinical Pathologists, Dated January 1973.

"Medical Laboratory Technician—MLT (ASCP)"

"CLA (ASCP) certification plus associate degree or equivalent, including courses in chemistry and biology, plus Registry examination (Until July 1, 1973 those individuals certified CLA (ASCP) who meet academic requirements may be certified MLT (ASCP) without examination.)"

In compliance with this requirement for certification, the following program for Medical Laboratory Technology has been developed.

Credit will be granted for the following courses and hours of credit to:

- (1) A person who is a Certified Laboratory Assistant, CLA (ASCP).
- (2) A person who is a Certified Technician as approved by the American Medical Technologists and who is actively employed.
- (3) A person who is a Registered Medical Technologist as approved by the International Society of Clinical Laboratory Technologists and who is actively employed.

A person who does not have any of the above certifications must make his own arrangements with a hospital that provides such a training program. Information on local hospital training may be obtained from the college.

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
MLS 1000	Introduction to Medical Laboratory Technology.....	4	
MLS 1430	Medical Parasitology.....	3	
MLS 1600	Medical Instrumentation.....	2	
MLS 2610C	Clinic Chemistry.....	5	
MLS 2360	Hematology and Urinalysis.....	4	
MLS 2530	Immunohematology and Serology.....	4	
MLS 2804	Clinical Procedures.....	9	
		<hr/>	
		31	

COLLEGE COURSES TO BE COMPLETED ARE:

		Fall	Winter
BSC 1010	Principles of Biology.....	3	
BSC 1010L	Principles of Biology Laboratory.....	1	
MCB 1000	Microbiology.....		2
MCB 1000L	Microbiology Laboratory.....		1
CHM 1045	General Chemistry I.....	3	
CHM 1045L	General Chemistry I Laboratory.....	1	
CHM 1046	General Chemistry II.....		3
CHM 1046L	General Chemistry II Laboratory.....		1
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II.....		3
HES 1000*	Perspectives on Healthful Living.....		2
MAT 1033	Intermediate Algebra.....	3	
	Physical Education.....	1	1
SOC 1200	Introduction to the Social Sciences.....	3	
POS 1001**	Introduction to Political Science.....		3
		<hr/>	<hr/>
		18	16

*HES 2121 may be substituted.

**POS 2041 or AMH 2010 may be substituted.

MENTAL HEALTH TECHNOLOGY (A.S. 21-340)

A Mental Health Technologist will work in a variety of human services under the direct supervision of professional personnel. He will be equipped to make a useful contribution to community action in programs in innovative new roles and functions for human service workers.

The Mental Health Technology curriculum is designed to educate a Mental Health generalist who is trained for a family of occupations, rather than a specific job. Students will study a core of general education subjects combined with specialized courses related to behavior disorders. As part of the program, the student will participate in supervised field work experiences in several different kinds of community agencies and institutions.

Upon completion of the Mental Health curriculum, the student will be able to function in a wide range of roles in the social services and human service agencies as assistant in individual and group counseling, administering psychological tests, conducting initial interviews and social welfare departments, child care centers, teacher's assistant, working with special education classes, general hospital settings, and psychiatric treatment centers.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ENC 1103	Freshman Communications I	3	
MHT 1010	Introduction to Mental Health	3	
MHT 1300	Interviewing and Recording	3	
	Physical Education	1	
PSY 2012	General Psychology.....	3	
SOC 1200	Introduction to the Social Sciences	3	
ENC 1136	Freshman Communications II.....		3
HES 1400	Standard First Aid and Personal Safety.....		1
MHT 1210	Group Dynamics.....		3
MHT 1800	Field Work in Mental Health I		6
DEP 2102	Child Growth and Development.....		3
		<u>16</u>	<u>16</u>

SOPHOMORE YEAR

MHT 2122	Psychotherapy: Theory and Practice	3	
MHT 2810	Field Work in Mental Health II.....		6
	Physical Education	1	
EGC 2120	Personality Development	3	
POS 1001*	Introduction to Political Science	3	
SOC 1010**	American Social Problems	3	
BSC 1010	Principles of Biology	3	
HES 1000***	Perspectives on Healthful Living		2
SPC 1600	Fundamentals of Speech		3
MAF 2001	Marriage and Family Relationships		3
		<u>16</u>	<u>14</u>

*POS 2041 or AMH 2010 may be substituted.

**If a student is planning to work in the area of alcoholism rehabilitation, he may substitute MHT 1510.

***HES 2121 may be substituted.

Related Health Programs

OCCUPATIONAL THERAPY (A.A. 21-237)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ART 1100C	Arts and Crafts I	3	
ARH 1000	Art Appreciation		3
or			
MUL 1011	Music Appreciation	(3)	
BSC 1010	Principles of Biology	3	
BSC 1010L	Principles of Biology Laboratory	1	
ZOO 1013	General Zoology		3
ZOO 1013L	General Zoology Laboratory		1
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
HES 1000*	Perspectives on Healthful Living	2	
MGF 1113	General Education Math I		3
	Physical Education	1	1
SOC 1200	Introduction to the Social Sciences	3	
POS 1001**	Introduction to Political Science		3
		16	17

SOPHOMORE YEAR

ART 1201C	Design I	3	
ART 1110C	Ceramics I	2	
	Literature	3	3
HES 1400	Standard First Aid and Personal Safety	1	
PSC 1513	Survey of Physical Science I	3	
PSC 1341	Survey of Physical Science II		4
PSY 2012	General Psychology	3	
EGC 2120	Personality Development		3
SPC 1600	Fundamentals of Speech		3
	Electives		3
		15	16

*HES 2121 may be substituted.
**POS 2041 or AMH 2010 may be substituted.

NOTE: Some colleges in addition to the above courses require CHM 1015, SOC 2000 and EGC 2120.

Dr. G. Tony Tate, Vice President for Business Affairs, and Don Vaughn, Venture Editor of the Beachcomber, spent a day in a wheelchair last year to get a close look at problems facing handicapped students. See photo page 208.



OCCUPATIONAL THERAPY ASSISTANT (A.S. 21-240)

The Occupational Therapy Assistant is trained to work under the direct supervision of a Registered Occupational Therapist (B.S. Degree holder) giving specific treatment to patients with physical or psychological disabilities. This curriculum has been developed along the guidelines of the American Occupational Therapy Association and has received full approval from that organization. Graduates are eligible to become Certified Occupational Therapy Assistants and may work in any of the 50 states.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ART 1100C	Arts and Crafts I.....	3	
ART 1101C	Arts and Crafts II.....		3
APB 1190	Anatomy and Physiology I.....	2	
APB 1190L	Anatomy and Physiology I Laboratory.....	1	
ENC 1103	Freshman Communications I.....	3	
ENC 1313	Technical Writing.....		3
HES 1000*	Perspectives on Healthful Living.....		2
HES 1400	Standard First Aid and Personal Safety.....	1	
OTH 2410	Medical Problems Related To Rehabilitation.....		3
OTH 1001	Introduction to Occupational Therapy.....	3	
OTH 1300C	Psychiatric Occupational Therapy.....		3
OTH 1800	Occupational Therapy Practicum.....		2
	Physical Education.....	1	1
PSY 2012	General Psychology.....	3	
		<u>17</u>	<u>17</u>

SOPHOMORE YEAR

MHT 1210	Group Dynamics.....	3	
NUS 2310	Human Growth and Development.....	2	
OTH 2420	Occupational Therapy for the Physically Disabled ...	3	
OTH 2100C	Occupational Therapy Theory and Activities Lab	3	
OTH 2840	Supervised Clinical Practice.....		8
LEI 2700C	Recreation for the Aged.....	3	
SOC 1200	Introduction to the Social Sciences.....	3	
POS 1001**	Introduction to Political Science.....		3
		<u>17</u>	<u>11</u>

*HES 2121 may be substituted.

**POS 2041 or AMH 2010 may be substituted.

Related Health Programs

PHYSICAL THERAPY (A.A. 21-228)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS Fall	CREDIT Winter
ART 1000	Art Appreciation.....	3	
or			
MUL 1011	Music Appreciation..... (3)		
BSC 1010	Principles of Biology.....	3	
BSC 1010L	Principles of Biology Laboratory.....	1	
ZOO 1013	General Zoology.....		3
ZOO 1013L	General Zoology Laboratory.....		1
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II.....		3
	Physical Education.....	1	
MAC 1104	College Algebra.....	3	
CHM 1045	General Chemistry I.....	3	
CHM 1045L	General Chemistry I Laboratory.....	1	
CHM 1046	General Chemistry II.....		3
CHM 1046L	General Chemistry II Laboratory.....		1
PHI 1100	Art of Thinking.....		3
		18	15

SOPHOMORE YEAR

	Literature.....	3	
HES 1000*	Perspectives on Healthful Living.....		2
HES 1400	Standard First Aid and Personal Safety.....		1
PHY 2023	General Physics I.....	3	
PHY 2048L	General Physics I Laboratory.....	1	
PHY 2024	General Physics II.....		3
PHY 2049L	General Physics II Laboratory.....		1
PSY 2012	General Psychology.....	3	
EGC 2120	Personality Development.....		3
SOC 1200	Introduction to the Social Sciences.....	3	
POS 1001**	Introduction to Political Science.....		3
	Electives.....	3	
		16	16

*HES 2121 may be substituted.

**POS 2041 or AMH 2010 may be substituted.



RADIOLOGICAL TECHNOLOGY (A.S. 21-303)

Altamont Beach Junior College provides the opportunity for any individual who has completed a program of Radiological Technology which meets the requirements established by the Council on Medical Education and Hospitals of the American Medical Association and the American Society of Radiologic Technologists, and passed the Registry examination in X-ray Technology to finish the below listed requirement of the college for graduation to receive an Associate in Science Degree in Radiological Technology. Information may be obtained from the College on Radiological Technology training in local hospitals.

Credit would be granted to the student for courses listed below:

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
TE 1401C	Radiological Technique I	3	
TE 1800L	Applied Radiological Technique I.....	3	
TE 1402C	Radiological Technique II.....	3	
TE 1810L	Applied Radiological Technique II	5	
PB 1223	Topographic Anatomy and Physiology	3	
TE 2403C	Radiological Technique III	3	
TE 2850L	Applied Radiological Technique III	3	
TE 2404C	Radiological Technique IV	3	
TE 2840L	Applied Radiological Technique IV	5	
TE 2860L	Applied Radiological Technique V	5	
		<hr/>	36

ADDITIONAL COURSES TO BE COMPLETED BY THE STUDENT INCLUDE:

COURSE	TITLE	SEMESTER	
		Fall	Winter
BSC 1010	Principles of Biology.....	3	
BSC 1010L*	Principles of Biology Laboratory		(1)
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II		3
or			
ENC 1313	Technical Writing		(3)
HES 1000**	Perspectives on Healthful Living		2
	Physical Education	1	1
PSY 2012	General Psychology		3
SPC 1600	Fundamentals of Speech		3
SOC 1200	Introduction to Social Sciences.....	3	
POS 1001***	Introduction to Political Science		3
MGF 1113	General Education Math I (Modules 7, 8, 11).....	3	
		<hr/>	<hr/>
		13-14	15

*BSC 1010L is optional.

**HES 2121 may be substituted.

***POS 2041 or AMH 2010 may be substituted.

NOTE: It is highly recommended that during the Fall Term, NUS 2402 be taken.

COURSE DESCRIPTIONS

Health Education and Safety

EMT 2208 EMERGENCY MEDICAL TECHNOLOGY LEVEL II

(Prerequisite: EMT I certification) A theoretical and practical study of advanced life-saving procedures incorporated in life support systems. The student will learn to identify life-threatening situations and, under the direction of a physician, administer triage, IV's, CPR, and other procedures needed for treating and transporting the patient. 8 credit hours (offered Fall & Winter terms)

Related Health Programs

HES 1000 PERSPECTIVES ON HEALTHFUL LIVING

This course provides students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for himself and society. Current health findings are used to establish an awareness of various health problems in order to understand ourselves biologically, emotionally, and socially. Special emphasis is placed upon the removal of ecologic hazards, developing a healthy personality, improving organic efficiency and preparation for effective family living. 2-0-2*† (offered all terms)

HES 1400 STANDARD FIRST AID AND PERSONAL SAFETY

This course offers a review of the theories, practices, and skills that meet certification requirements by the American Red Cross. 0-2-1* (offered Fall & Winter terms)

HES 2121 LIFE SCIENCE AND HEALTH

This course is designed to provide basic health knowledge for individuals who are interested in teaching health to children, youth, and young adults. The content will analyze current findings from medicine and health science which influence the total status for man and society. The development of values, attitudes and practices will be stressed in view of controversial health issues in our social milieu with an aim to aid man's adaptation to life style situations. 3-0-3*† (offered Fall & Winter terms)

Mental Health Technology

MHT 1010 INTRODUCTION TO MENTAL HEALTH TECHNOLOGY

An orientation to the field of mental health work; history, current concepts and roles of various workers in the field are reviewed and discussed. Various community agencies are explored. A core of studies will investigate the services offered, eligibility, areas served, fees and methods of referral. Projects will be promoted to help people cope with their health and social problems. Field trips and guest lectures are scheduled. 3-0-3* (offered Fall term)

MHT 1210 PRINCIPLES OF GROUP DYNAMICS

A course designed to help students realize their potential for growth more fully, and to increase their ability to work effectively with others in a variety of situations. Lectures, discussions and reading material will consider group processes including factors of cohesion, conflict, individual roles, communications systems, tasks and problem solving. Techniques of psychodrama, role playing, and sociodrama will be explored. 3-0-3* (offered Winter term)

MHT 1300 INTERVIEWING AND RECORDING

A study of the purposes, structure, focus, and techniques employed in effective interviewing and recording of data. Experiences will be provided for practice in observation, recording, and summarizing personal histories. 3-0-3* (offered fall term)

MHT 1510 COUNSELING THE CHEMICALLY DEPENDENT PERSON

This course is designed for the student who has elected to counsel the chemically dependent person. It emphasizes one-to-one helping. It also applies in practice sessions the pathology of chemical dependency and knowledge of helping resources. Discussion, role playing and critique are part of this instruction. 3-0-3* (offered Winter term)

MHT 1800 FIELD WORK IN MENTAL HEALTH I

(Prerequisite: MHT 1010 and MHT 1300) This course offers basic understanding of the historical foundations for the growth of the mental health movement and its significance in preventive and therapeutic measures. Techniques of objective observing, testing recording data, methods of case study, interviewing and the role of mental health personnel are studied. Students will be assigned to different centers and seminars will be arranged. Participants will be supervised by the instructor of the course and by the personnel of the center. 2-8-6* (offered Winter term)

*Lecture-Lab-Credit Hours

†Students are permitted to take only one of the courses at PBJC.

MHT 2122 PSYCHOTHERAPY: THEORY AND PRACTICE

(Prerequisite: PSY 2012) The student will obtain a basic knowledge of understanding of the current systems of psychotherapy to include terminology, modality types, and effectiveness in regard to specific syndromes and/or dysfunctions. 3-0-3* (offered Fall term)

MHT 2810 FIELD WORK IN MENTAL HEALTH II

(Prerequisite: MHT 1800) A continuation in the study of testing procedures, interviewing techniques and a further understanding of the mental technicians in various settings. The focus will be on learning and experiencing group skills in various patient and staff encounters. Students will be rotated through different services and work with staff as team members, supervision will be provided by the instructor of the course and the personnel of the center and seminars will be arranged. 2-8-6* (offered Winter term)

Occupational Therapy

OTH 1001 INTRODUCTION TO OCCUPATIONAL THERAPY

An introduction to the history, philosophy, development and present status in rehabilitation of occupational therapy with emphasis on the role of the occupational therapy assistant. The use of occupational therapy in the treatment of geriatric patients with emphasis on man's need for work and leisure, the effects of illness and disability on human behavior in general and the psychological aspects of physical disability will also be discussed. Special attention will be given to current attitudes toward the dying patient. Medicare and Medicaid programs, agencies for health care, the law as it relates to patients, institutions and employees. Basic medical terminology will be introduced. 3-0-3* (offered Fall term)

OTH 1300C PSYCHIATRIC OCCUPATIONAL THERAPY

(Prerequisite: OTH 1001 and PSY 2012) This course provides the student with an understanding of occupational therapy as a diagnostic, evaluative and treatment process for mental illness. Material covered will include: review of abnormal psychology, past and current trends, the dyadic relationship, group phenomena in occupational therapy, the meaning of activities and current practices. Weekly experience in psychiatric and mental health facilities will be coordinated with class work. 2-2-3* (offered Winter term)

OTH 1800 OCCUPATIONAL THERAPY PRACTICUM

(Prerequisite: OTH 1001) This course provides three hours a week visiting County Health and Welfare agencies for one month and three months experience as a volunteer in a Nursing Home Activity Program with opportunities to plan and implement appropriate activities under the supervision of the activity directors. Weekly seminars provide background material on the nursing home population and group evaluation of the experience. 1-3-2* (offered Winter term)

OTH 2100C OCCUPATIONAL THERAPY ACTIVITIES LAB

(Prerequisite: OTH 1001 and ART 1100C or ART 1101C) Instruction in activities of daily living for the disabled. Introduction to splinting and bracing with emphasis on purpose, proper application and daily care, development and use of forms and records, survey of therapeutic activities such as leather work, needlecraft, mosaics, copper tooling, etc., with emphasis on instructional techniques. Acquisition and use of equipment and materials, care of supplies and application in treatment. Development of skills to a point which permits follow through. 1-4-3* (offered Fall term)

OTH 2410 MEDICAL PROBLEMS RELATED TO REHABILITATION

(Prerequisite: APB 1190C) This course will familiarize the student with the etiology, diagnosis, detection, medical management and prognosis of the traumatic, chronic and degenerative conditions commonly treated in physical medicine and rehabilitation. 3-0-3* (offered Winter term)

Related Health Programs

OTH 2420 OCCUPATIONAL THERAPY FOR THE PHYSICALLY DISABLED

(Prerequisite: OTH 1001 and OTH 2410) Treatment methods for the general medical, chronic degenerative and traumatic conditions commonly seen in occupational therapy clinics. Muscle testing and joint range of motions measurements will be introduced. What to observe and how to report effectively. 3-0-3* (offered Fall term)

OTH 2840 SUPERVISED CLINICAL PRACTICE

(Prerequisite: OTH 1300C, OTH 1800C, OTH 2420 and OTH 2100C) Clinical experience working with patients in local occupational therapy departments under the supervision of a registered occupational therapist. The experience is divided between a physical disabilities clinic and a mental health clinic. 0-24-8* (offered Winter term)

MLS 1000 INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY

An orientation to the field of laboratory medicine introducing basic equipment and techniques in all phases of the medical laboratory. 2-4-4*

MLS 1430 MEDICAL PARASITOLOGY

Emphasis is on the laboratory diagnosis of the protozoan, helminth and arthropod infections of medical importance with special attention to those indigenous to the area. Gross and microscopic materials for demonstration. 1-6-3*

MLS 1600C MEDICAL INSTRUMENTATION

Care, maintenance, and use of medical electronic and optic equipment such as compound and dissection microscopes, spectrophotometers, colorimeters, atomic absorption spectrophotometers, pH meters, autoanalysers, flame photometers, blood gas apparatus, electrophoresis, coulter counters, etc. Selected topics in circuitry and fundamentals of electronics. 1-3-2*

MLS 2610C CLINICAL CHEMISTRY

General principles involved in the quantitative analysis of the chemical constituents of such body substances as blood, urine, and feces in health and disease. Various techniques as colorimetry, potentiometry, gasometry, fluorimetry and chromatography are applied. 2-9-5*

MLS 2360 HEMATOLOGY AND URINALYSIS

Study of normal and abnormal cell morphology. Performance of tests such as cell counts, differentials, hematocrits, sedimentation rates, platelet counts, fragility, coagulation, etc. Urine analyzed for normal and abnormal constituents in health and disease. 2-6-4*

MLS 2530 IMMUNOHEMATOLOGY AND SEROLOGY

Blood banking including typing, grouping, and cross-matching. Antigen-antibody reactions. Complement fixation, precipitation, flocculation, hemagglutination, VDRL, and antistreptolysin tests. 2-6-4*

MLS 2804 CLINICAL PROCEDURES

Theory and practice of laboratory procedures involved in the disciplines of clinical chemistry, hematology, microbiology, parasitology, etc. Supervised experience in clinical laboratories in which students relate through the various departments. 4-27-13*

RTE 1401C RADIOLOGICAL TECHNIQUE I

This course includes a discussion of professional ethics, darkroom chemistry and technique, principles of radiographic exposure, radiographic positioning, and film critique.

a. **Professional Ethics**—to acquaint the student with good ethical principles; to outline the responsibilities entailed by becoming a member of a paramedical profession; to explain the relationship of the X-ray technician to other technicians, the patients, the radiologist, attending physician, and other members of the hospital staff.

- b. Darkroom Chemistry and Technique**—the objective course is to develop the knowledge and skills necessary for thorough and efficient darkroom procedures. To study the history and development of X-ray film and darkroom accessories. To gain a thorough knowledge of the chemical constituents of processing solutions and their functions. To appreciate various types of darkroom and processing apparatus.
- c. Principles of Radiographic Exposure I**—the object of this course is to give the student a thorough understanding of the theory of X-ray technique and to correlate this knowledge with practical application, thus developing a thinking technician capable of devising a technique based on sound principles and practices.
- d. Radiographic Positioning I**—the object of this course is to provide instruction in the radiographic positioning of the bones of the body. This course will provide precise and detailed information on the various positions and demonstrate the necessity for different views to maintain correct detailed and proportion of parts. Emphasis will be placed on the extremities and spine of the body.
- e. Film Critique I, II, III, and IV**—to provide a forum for review, informal discussion and seminars on the quality of films being produced by the student. An opportunity to offer him constructive criticism of his work.

TE 1800L APPLIED RADIOLOGICAL TECHNIQUE I**TE 1402C RADIOLOGICAL TECHNIQUE II**

This course follows immediately after Radiological Technique I, and includes positioning of the patient, radiographic exposure, common procedures using contrast media, nursing procedures, techniques of pediatric radiography, and film critique.

- a. Radiographic Positioning II**—to give the student instruction in the more difficult and radiographic positions, supplementing and adding to the basic principles of positioning as given in Radiographic Positioning I. Emphasis is placed on the skull and organs of the chest, abdomen, and pelvis.
- b. Principles of Radiographic Exposure II**—to give the student instruction in the use of cones, diaphragms, collimators, filters, grids, screens, and film and the effect each has on the radiograph.
- c. Common Procedures Using Contrast Media**—to acquaint the student with common procedures in radiography involving the use of contrast media, the equipment and media used and the reactions and contradictions of these media.
- d. Nursing Procedures**—to acquaint the student with nursing procedures and techniques used in the general care of the patient with emphasis on the role of the X-ray technician in various nursing situations.
- e. Pediatric Radiography**—to acquaint the student with the importance of having a definite method of procedure with young children; to explain its advantages, which include the saving of film and time of the operator, as well as minimizing the amount of radiation to the patient.

TE 1810L APPLIED RADIOLOGICAL TECHNIQUE II**APB 1223 TOPOGRAPHIC ANATOMY AND PHYSIOLOGY**

This course includes the anatomy and physiology of all vertebrates. However particular attention is directed to the structure and functioning of the systems found in man. It includes a review of anatomy from the standpoint of topographic anatomy and the relationship of organs to each other. The material is presented according to regions of the body, the stress being upon the location of each organ using surface landmarks and the relation of the organ to the other organs within the same anatomical region. (see Biology section)

Related Health Programs

RTE 2403C RADIOLOGICAL TECHNIQUES III

This advanced course goes into greater detail on positioning, radiographic exposure, radiation protection, special radiographic procedures, and film critique.

a. **Radiographic Positioning III**—to acquaint the student with the most difficult radiographic positioning procedures. Non-routine radiography of the extremities, abdomen, the vertebral column, bones of the skull, paranasal sinuses, mastoid sinuses, and thoracic contents.

b. **Principles of Radiographic Exposure III**—to give the student a complete and thorough knowledge of the manipulation of exposure factors through the completion of problems and experiments. To learn the basic principles needed to construct technique charts for all situations and all exposure factors.

c. **Radiation Protection**—this course provides instruction as to the various ways and means of protecting that part of the patient not being treated and other personnel in the room from the effects of ionizing radiation. Also covers radiation dosimetry and detection, maximum permissible doses and levels of radiation.

d. **Special Procedure**—to acquaint the student with the specialized and highly technical procedures in radiography, the equipment and contrast media used, and the general indications for each examination.

RTE 2850L APPLIED RADIOLOGICAL TECHNIQUE III

RTE 2404C RADIOLOGICAL TECHNIQUE IV

This course is designed to give the student basic training in radiation therapy and nuclear medicine, intraoral radiography, equipment maintenance, departmental administration. Also, film critique IV is covered in this course.

a. **Radiation Therapy and Nuclear Medicine**—this course is designed to meet the basic requirements for training of technicians in radiation therapy. It is slanted towards the student whose training is primarily in the field of diagnostic X-ray technology, but whose subsequent employment may include duties in radiation therapy.

The student is acquainted with those commonly employed radium and radioactive isotopes, emphasis being placed upon the storage and handling of radioactive materials and the protective measures which must be taken in their use. Lectures are supplemented by occasional visits to the therapy department.

b. **Intraoral Radiology**—to provide the student with an understanding of the anatomy and contours of the teeth and mouth and of the geometry of image formation of this area. To familiarize him with the essential equipment and accessories used in dental radiography.

c. **Equipment Maintenance**—to give the student instruction in the detection and correction of simple difficulties which interfere with or prevent the proper function in the equipment or accessories; as well as fundamentals of preventive maintenance to avoid expensive breakdowns.

d. **Departmental Administration**—to acquaint the student with the organization, function, supervision, and financial arrangements relative to departments of radiology. To present correct departmental intra- and inter-departmental relationships such as those pertaining to attitudes and policies relative to personnel management.

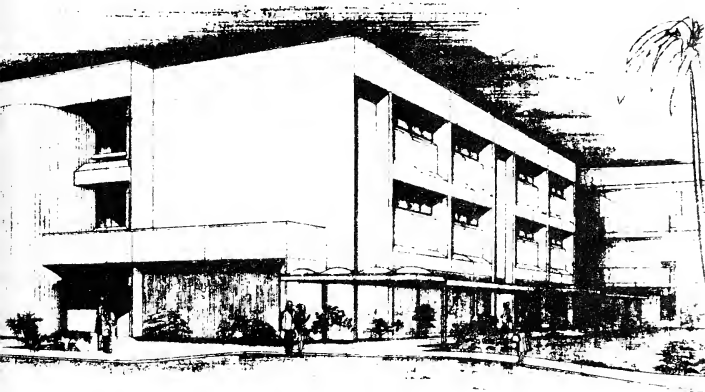
e. To acquaint the student with certain changes that occur in disease and injury and their application to X-ray technology. An understanding of these should enable the technician to handle seriously ill or injured patients more intelligently and to produce more informative radiographs. This is not intended to be a detailed course in pathology.

TE 2840L APPLIED RADIOLOGICAL TECHNIQUE IV

TE 2860L APPLIED RADIOLOGICAL TECHNIQUE V

Practical application of knowledge acquired in above Technique courses. Each student will be assigned work under direct supervision in the hospital X-ray department on a weekly basis. In this capacity he will receive instruction and gain experience in patient handling, operation of equipment for radiography, fluoroscopy and exposure techniques. Periodic conferences will be held with students regarding hospital experience. Although this is a laboratory course, students will be encouraged to make use of textbooks, library references and professional publications to further their knowledge of X-ray technology.

Lecture-Lab-Credit Hours



The major construction now scheduled for PBJC Central during the year covered by this Bulletin is the three-storied building shown above in an architect's drawing. It is to be located west of the Business Administration Building, and will considerably alter the view of the college as seen from Congress Avenue. The Allied Health Building will house the Nursing Department as well as the related Health Department.

Science

FACULTY: Dasher (Chairperson)

BIOLOGY SECTION: Aldridge, Allred, Bailey, Butler, Caylor, Hartman, Hilliard, Marsteller, Maxwell, McCracken, McGuire, S.Smith

MAJORS: Bacteriology, Biology Teacher, Conservation, General Biology, Marine Biology, Plant Sciences (Agriculture), Science Education, Water and Wastewater Technology, Zoology

COURSE PREFIXES: APB, BOT, BSC, EVS, HOS, MCB, OCB, PCB, ZOO

PROGRAMS:

It is understood that the co-requisite for the laboratory is the lecture and vice versa, that a student must enroll in both initially and if he withdraws before the 12-week period, he must withdraw from both lecture and lab. After the 12-week period, the student may withdraw from either the lecture or the laboratory.

GENERAL BIOLOGY (A.A. 02-026)

BACTERIOLOGY (A.A. 02-031)

BIOLOGY TEACHER (A.A. 02-027)

MARINE BIOLOGY (A.A. 02-035)

CONSERVATION (WILD LIFE) (A.A. 02-033)

SCIENCE EDUCATION (A.A. 02-029)

ZOOLOGY (A.A. 02-034)

SUGGESTED CURRICULUM: The biology curriculum is designed to prepare majors for transfer to a senior institution with a minimum of difficulty. The same basic courses apply no matter which branch of biology is the student's final goal. However, it is strongly recommended that the student consult the catalog of the senior institution to which he plans to transfer. The following is a minimum program:

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
BSC 1010	Principles of Biology	3	
BSC 1010L	Principles of Biology Laboratory	1	
BOT 1010	General Botany I	3	
BOT 1010L	General Botany I Lab	1	
or			
ZOO 1013	General Zoology	(3)	
ZOO 1013L	General Zoology Laboratory	(1)	
CHM 1045	General Chemistry I	3	
CHM 1045L	General Chemistry I Laboratory	1	
CHM 1046	General Chemistry II	3	
CHM 1046L	General Chemistry II Laboratory	1	
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II	3	
MAC 1104	College Algebra	3	
MAC 1144	Trigonometry and Analytic Geometry	3	
	Physical Education	2	
SOC 1200	Introduction to the Social Sciences	3	
		33	

SOPHOMORE YEAR

ARH 1000	Art Appreciation.....	3
or		
MUL 1011	Music Appreciation..... (3)	
OO 2713	Comparative Vertebrate Anatomy I.....	2
OO 2713L	Comparative Vertebrate Anatomy I Laboratory.....	1
OO 2714	Comparative Vertebrate Anatomy II.....	2
OO 2714L	Comparative Vertebrate Anatomy II Laboratory.....	1
or		
OT 1153	Botany II..... (3)	
OT 1153L	Botany II Laboratory..... (1)	
CB 2060	Genetics.....	3
CB 2060L	Experiments in Genetics.....	1
HM 2210	Organic Chemistry I.....	3
HM 2210L	Organic Chemistry I Laboratory.....	1
HM 2211	Organic Chemistry II.....	3
HM 2211L	Organic Chemistry II Laboratory.....	1
or		
HY 2023	General Physics I.....	3
HY 2048L	General Physics I Laboratory.....	1
HY 2024	General Physics II.....	3
HY 2049L	General Physics II Laboratory.....	1
	Literature.....	3
ES 1000*	Perspectives on Healthful Living.....	2
OS 1001**	Introduction to Political Science.....	3
		<hr/> 29

HES 2121 may be substituted.

POS 2041 or AMH 2010 may be substituted.

PLANT SCIENCES (AGRICULTURE) (A.A. 02-028)

This program will provide the necessary General Education requirements for the first two years of college. Training emphasis required for careers in agriculture include biology, botany, chemistry, mathematics, physics, genetics, and physiology.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
SC 1010	Principles of Biology.....	3	
SC 1010L	Principles of Biology Laboratory.....	1	
HM 1045	General Chemistry I.....	3	
HM 1045L	General Chemistry I Laboratory.....	1	
HM 1046	General Chemistry II.....	3	
HM 1046L	General Chemistry II Laboratory.....	1	
NC 1103	Freshman Communications I.....	3	
NC 1136	Freshman Communications II.....	3	
MAC 1104	College Algebra.....	3	
MAC 1144	Trigonometry and Analytic Geometry.....	3	
	Physical Education.....	2	
OC 1200	Introduction to the Social Sciences.....	3	
OS 1001*	Introduction to Political Science.....	3	
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Science

SOPHOMORE YEAR

ARH 1000	Art Appreciation	3
or		
MUL 1011	Music Appreciation	(3)
BOT 1010	General Botany I	3
BOT 1010L	General Botany I Laboratory	1
or		
ZOO 1013	General Zoology	(3)
ZOO 1013L	General Zoology Laboratory	(1)
PCB 2063**	Genetics	3
PCB 2063L**	Experiments in Genetics	1
HES 1000***	Perspectives on Healthful Living	2
PHY 2023	General Physics I	3
PHY 2048L	General Physics I Laboratory	1
PHY 2024	General Physics II	3
PHY 2049L	General Physics II Laboratory	1
	Literature	3
	Elective	6
		<u>30</u>

*POS 2041 or AMH 2010 may be substituted.

**Students planning to major in the life sciences in the College of Agriculture, University of Florida, should not take genetics here.

***HES 2121 may be substituted.

NOTE: Students planning to study Forestry at the University of Florida should include MAC 2400

WATER AND WASTEWATER TECHNOLOGY (A.S. 02-199)

This Water and Wastewater curriculum is designed to prepare persons for advancement in the ranks of municipal treatment plant operators. A student who wishes to obtain a certificate, rather than an Associate in Science Degree, may do so by completing the Water and Wastewater Technology courses which apply to his specialty, plus the course, Industrial Relationships.

The College has applied to the Florida Department of Environmental Regulation for approval of certain of its courses in the department's requirements for C, B and A certification. Please inquire about the status of these approvals, if they may apply in your particular case.

WATER AND WASTEWATER TECHNOLOGY COURSES

COURSE	TITLE	SEMESTER HOURS CREDIT
EVS 1220	Principles of Water & Wastewater Technology	4
EVS 1222	Introduction to Wastewater Technology	4
or		
EVS 1240	Introduction to Water Treatment	(4)
EVS 2242	Water Quality Control	3
EVS 2230	Water Supply and Wastewater Control	3
EVS 2232	Water Purification	4
or		
EVS 2233	Wastewater Treatment	(4)
EVS 2105	Instrumentation and Controls	3
BCN 2765	Contracts, Specifications, Codes, Estimating, Costs ..	3
ETI 2633	Industrial Relationships	3
		<u>27</u>

ADDITIONAL COURSES FOR A.S. DEGREE

ECO 2000	Introduction to Economics	3
BCN 1280C	Project Layout	3
EVS 1269C	Microbiology for Wastewater Technology	4
ETD 1110C	Introduction to Technical Drawing	2
ENC 1103	Freshman Communications I	3
ENC 1136	Freshman Communications II	3
HES 1000*	Perspectives on Healthful Living	2
	Physical Education	2
POS 2041**	American National Government	3
PSC 1341	Survey of Physical Science II	3
PSC 1341L	Physical Science Laboratory	1
SOC 1200	Introduction to the Social Sciences	3
MTB 1321	Technical Math I	3
MTB 1322	Technical Math II	3
		<hr/> 38

*HES 2121 may be substituted.

**POS 1001 or AMH 2010 may be substituted.

COURSE DESCRIPTIONS

Applied Biology

APB 1120 ENVIRONMENTAL CONSERVATION

Integrates and correlates the features of the natural environment with man's activities. Identifies many of the ecological problems man is confronting now and will in the future. Lectures, demonstration, selected field trips, and guidance in the completion of a conservation project are provided. 3-0-3* (offered Fall, Winter & Spring I terms)

APB 1190 ANATOMY AND PHYSIOLOGY I

(Co-requisite: APB 1190L) An introductory course in the structure and functions of the human body. Topics include organization of the body, cell activities, early embryology, tissues and skin, as well as the skeletal, muscular and nervous systems. 2-0-2* (offered Fall, Winter & Spring I terms)**

APB 1190L ANATOMY AND PHYSIOLOGY LAB

(Co-requisite: APB 1190) Laboratory to accompany APB 1190. 0-2-1* (offered Fall, Winter & Spring I terms)**

APB 1191 ANATOMY AND PHYSIOLOGY II

(Co-requisite: APB 1191L; prerequisite: APB 1190) A continuation of APB 1190. The circulatory, endocrine, reproductive, excretory, digestive and respiratory systems of the body are studied. The laboratory includes demonstrations of human cadaver dissection when possible. 2-0-2* (offered Fall, Winter & Spring II terms)**

APB 1191L ANATOMY AND PHYSIOLOGY II LAB

(Co-requisite: APB 1191) Laboratory to accompany APB 1191. 0-2-1* (offered Fall, Winter & Spring II)**

APB 2303C MEDICAL LABORATORY PROCEDURES I

(Prerequisite: CHM 1015 or higher. Previous experience will fulfill the prerequisite) This course includes routine testing of urine, blood counting, blood and urine chemistries and techniques, blood typing, cross-matching and other procedures that may be required by the physician. 1-4-3* (Not offered 78-79 year)

*Lecture-Lab-Credit Hours

*These courses are taught in the nursing curriculum, dental health and certain related health programs.

Science

APB 2311C MEDICAL LABORATORY PROCEDURES II

(Prerequisite: APB 2303C) This course is a continuation of APB 2303C. Theory and practice in medical laboratory instrumentation and procedures are emphasized. In addition, drugs used commonly in the physician's office are studied in relation to their physical and chemical characteristics, dosage, actions, and reactions. 1-4-3* (Not offered 78-79 year)

APB 2380L INTERNSHIP

(Prerequisite: APB 2303L) During the fourth term in the sophomore year, actual work experience in offices of local doctors is arranged for those students who have shown sufficient aptitude in the Medical Assistant's program. 0-5-3* (Not offered 78-79 year)

Botany

BOT 1010 GENERAL BOTANY I

(Prerequisite BSC 1010; co-requisite: BOT 1010L) An introductory survey of the plant kingdom with emphasis on phylogenetic relationships. Topics will include the cytology, morphology, anatomy, physiology, and economic importance of plants. 3-0-3* (offered Fall and Winter terms)

BOT 1010L GENERAL BOTANY I LABORATORY

(Prerequisite: BSC 1010; co-requisite: BOT 1010) The laboratory exercises will correlate with the topics of the lecture. 0-2-1* (offered Fall & Winter terms)

BOT 1153 BOTANY II

(Prerequisite: BOT 1010 and BOT 1010L) A detailed study of the vascular plants with particular emphasis on their taxonomy, distribution, and ecology. The advanced study of vascular plant morphology and anatomy will be stressed in the laboratory. Field work will include ecological studies and the preparation of a plant collection. 3-0-4* (offered Winter term)

BOT 1153L BOTANY II LABORATORY

(Prerequisite: BOT 1010; co-requisite BOT 1153) The laboratory exercises will correlate with the topics of the lecture. 0-3-1* (offered Winter term)

Introductory Biology

BSC 1010 PRINCIPLES OF BIOLOGY

An introduction of the principles of biology designed primarily to acquaint the student with the concepts of cellular biology and bio-chemistry, genetic theory, evolutionary principles, and ecological problems. Emphasis will be placed on those biological principles which man needs to better understand his role and responsibility to the environment. 3-0-3* (offered all terms)

BSC 1010L PRINCIPLES OF BIOLOGY LABORATORY

(Prerequisite or co-requisite: BSC 1010) Laboratory studies dealing with biochemistry, physiology, taxonomy, morphology, genetics, and other related topics will be emphasized. 0-1-1* (offered all terms)

Horticultural Sciences

HOS 2010 GENERAL HORTICULTURE

This course will give the home gardeners and workers in the various fields of horticultural practices a background in the proper development of a landscape plan, landscape maintenance, turf management, plant propagation, and insect and disease control. Field trips and laboratory demonstrations will be included in the presentation. Tropical fruit management will be discussed. 3-0-3* (offered evening only)

*Lecture-Lab-Credit Hours

Microbiology**MCB 1000 MICROBIOLOGY**

(Co-requisite: MCB 1000L) A study of the characteristics and importance of microorganisms with emphasis on identification, control, relationship to health and disease, and economic importance. 2-0-2* (offered Fall, Winter & Spring II terms)**

MCB 1000L MICROBIOLOGY LAB

(Co-requisite: MCB 1000) Laboratory to accompany MCB 1000. 0-2-1* (offered Fall, Winter & Spring II terms)**

Oceanography: Biological**OCB 2103 INTRODUCTION TO MARINE SCIENCE**

(Prerequisite: ZOO 1013 and ZOO 1013L) This is an introductory course in marine biology and its related fields. Lectures will cover such topics as common marine organisms and their ecology, fishery methods, and elementary oceanography. This course is designed to introduce the future marine biologist to organism identification, laboratory research, and field collecting methods. Regular field trips will be required. 3-0-3* (offered in Fall & Spring II terms)

OCB 2103L INTRODUCTION TO MARINE SCIENCE LAB

(Prerequisite: ZOO 1013 and ZOO 1013L; co-requisite: OCB 2103L) Laboratory for OCB 2103. 0-2-1* (offered Fall & Spring II terms)

Process Cell Biology**CB 2063 GENETICS**

(Prerequisite: BSC 1010) This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3-0-3* (offered Winter term)

CB 2063L EXPERIMENTS IN GENETICS

(Co- or prerequisite: PCB 2063) The work consists of experimental determination of various genetic ratios mainly by the culture and breeding of fruit flies. 0-2-1* (offered Winter term)

Zoology**ZOO 1013 GENERAL ZOOLOGY LECTURE**

(Prerequisite: BSC 1010; co-requisite: ZOO 1013L) An introductory course dealing with the structure, functioning, embryology, and evolutionary relationships of representatives of the major animal phyla culminating in man. 3-0-3* (offered Fall & Winter terms)

ZOO 1013L GENERAL ZOOLOGY LABORATORY

(Prerequisite: BSC 1010; co-requisite: ZOO 1013) This laboratory includes observation of representative groups of the animal kingdom. 0-2-1* (offered Fall & Winter terms)

ZOO 2713 COMPARATIVE VERTEBRATE ANATOMY I

(Prerequisite: ZOO 1013 and ZOO 1013L) The laboratory includes examination of the photochordates and dissection of the lamprey and dogfish shark. The lectures discuss the origins, classification, and certain organ systems of the chordates. 2-0-2* (offered Fall term)

ZOO 2713L COMPARATIVE VERTEBRATE ANATOMY LABORATORY

(Prerequisite: ZOO 1013 and ZOO 1013L; co-requisite: ZOO 2713. Lab for ZOO 2713. 0-4-1* (offered Fall term)

Science

ZOO 2714 COMPARATIVE VERTEBRATE ANATOMY II

(Prerequisite: ZOO 2713) This is a continuation of ZOO 2713. The work in the laboratory includes Necturus and the cat. The lectures deal with the higher vertebrates and the systems not treated in ZOO 2713. In addition, some early embryology is included. 2-0-2* (offered Winter term)

ZOO 2714L COMPARATIVE VERTEBRATE ANATOMY II LABORATORY

(Prerequisite: ZOO 2713 and ZOO 2713L; co-requisite: ZOO 2714. 0-4-1* (offered Winter term)

WASTEWATER COURSES

The College has applied to the Florida Department of Environmental Regulation for approval of certain of its courses in the department's requirements for C, B and A certification. Please inquire about the status of these approvals, if they may apply in your particular case.

EVS 1220 PRINCIPLES OF WATER AND WASTEWATER TECHNOLOGY

A course for those interested in pursuing "C" level certification in water or wastewater technology. This course, designed in accordance with DER regulations, emphasizes fundamental hydraulics, mathematics, and plant management. 4-0-4*

EVS 1222 INTRODUCTION TO WASTEWATER TECHNOLOGY

A course developed for those pursuing a career in a wastewater treatment plant, emphasizing plant operations, laboratory analysis, and regulations. 4-0-4*

EVS 1240 INTRODUCTION TO WATER TREATMENT

A course designed for those pursuing a career in a water treatment plant, emphasizing plant operations, laboratory analysis, and regulations. 4-0-4*

EVS 1269C MICROBIOLOGY FOR WATER AND WASTEWATER TECHNOLOGY

A study of basic microbiological theory as it pertains to both water (pathogenic microorganisms) and wastewater treatment (biological filtration and aeration). Laboratory work includes culture and staining techniques as well as selected water quality tests for both water and wastewater. 3-3-4*

EVS 2242 WATER QUALITY CONTROL

The significance and methods of analysis will be covered, with latitude for discussion of relative importance of each test in various plants. 3-0-3*

EVS 2230 WATER SUPPLY AND WASTEWATER CONTROL

A course designed to familiarize the student with the elementary engineering aspects of water supply and distribution, and of wastewater collection, removal and disposal. 3-0-3*

EVS 2232 WATER PURIFICATION

A study of basic principles of water purification including: aeration sedimentation, rapid sand filtration, chlorination, treatment chemicals, taste and odor control, bacteriological control, mineral control, design criteria, maintenance programs, and operational problems. New processes and recent developments are studied. Criteria, rules, regulations, forms and records associated with the field are considered. 4-0-4*

EVS 2105 INSTRUMENTATION AND CONTROLS

An elementary study of hydraulic, pneumatic, mechanical, electrical and electronic control systems and components. Includes a basic description, analysis, and explanation of operation of instrumental controls for water and wastewater plants. Typical performance characteristics, accuracy, and applications of instruments are studied. 3-0-3*

EVS 2233 WASTEWATER TREATMENT

This course is designed to familiarize the student with the elementary engineering aspects of design, operation, process control, and maintenance of wastewater treatment plants and facilities. 4-0-4*

*Lecture-Lab-Credit Hours

**These courses are taught in the Nursing curriculum, Dental Health and certain Related Health programs.

SCIENCE

CHEMISTRY SECTION: Dasher (Chairperson), Ackerman, Fayssoux, Lesko, Toohey, Truchelut

MAJORS: Chemistry, Chemistry Teacher, Pre-Dental, Pre-Medical, Pre-Optometry, Pre-Pharmacy, Pre-Podiatry, Pre-Veterinary

COURSE PREFIXES: CHM

SUGGESTED CURRICULUM: The courses outlined for the various programs are designed to meet the requirements for admission to the upper division course of study in that curriculum.

It is understood that the co-requisite for the laboratory is the lecture and vice versa, that a student must enroll in both initially and, if he withdraws before the 12-week period, he must withdraw from both lecture and lab. After the 12-week period, the student may withdraw from either the lecture or the laboratory.

PROGRAMS:

CHEMISTRY (A.A. 04-076), CHEMISTRY TEACHER (A.A. 04-077)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
PH 1000	Art Appreciation.....	3	
or			
MUL 1011	Music Appreciation (3)		
CHM 1045	General Chemistry I	3	
CHM 1045L	General Chemistry I Laboratory.....	1	
CHM 1046	General Chemistry II.....		3
CHM 1046L	General Chemistry II Laboratory		1
NC 1103	Freshman Communications I	3	
NC 1136	Freshman Communications II.....		3
HES 1000*	Perspectives on Healthful Living		2
MAC 1104	College Algebra	3	
MAC 1144	Trigonometry & Analytic Geometry		3
	Physical Education		1
OC 1200	Introduction to the Social Sciences	3	
POS 1001**	Introduction to Political Science		3
		16	16

SOPHOMORE YEAR

CHM 2120C	Quantitative Analysis		4
CHM 2210	Organic Chemistry I	3	
CHM 2210L	Organic Chemistry I Laboratory	1	
CHM 2211	Organic Chemistry II		3
CHM 2211L	Organic Chemistry II Laboratory		1
	Literature	3	
MAC 2411	Calculus I	3	
MAC 2412	Calculus II		3
	Physical Education	1	
HY 2048	General Physics with Calculus I	3	
HY 2048L	General Physics with Calculus I Lab	1	
HY 2049	General Physics with Calculus II		3
HY 2049L	General Physics with Calculus II Lab.....		1
		15	15

*HES 2121 may be substituted.

*POS 2041 or AMH 2010 may be substituted.

Chemistry

PRE-DENTAL (A.A. 04-079), PRE-MEDICAL (A.A. 04-078), PRE-PHARMACY (A.A. 04-080), PRE-VETERINARY (A.A. 04-081)

This curriculum will meet the minimum requirements for admission to most medical and dental schools. While student may be admitted to dental schools after two years of pre-professional work, medical schools require at least three, usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission thereto.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ARH 1000	Art Appreciation.....	3	
or			
MUL 1011	Music Appreciation..... (3)		
BSC 1010	Principles of Biology.....	3	
BSC 1010L	Principles of Biology Laboratory.....	1	
ZOO 1013	General Zoology.....		3
ZOO 1013L	General Zoology Laboratory.....		1
CHM 1045	General Chemistry I.....	3	
CHM 1045L	General Chemistry I Laboratory.....	1	
CHM 1046	General Chemistry II.....		3
CHM 1046L	General Chemistry II Laboratory.....		1
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II.....		3
HES 1000*	Perspectives on Healthful Living.....		2
MAC 1104	College Algebra.....	3	
MAC 1144	Trigonometry & Analytical Geometry.....		3
	Physical Education.....		1
		<hr/> 17	<hr/> 17

SOPHOMORE YEAR

ZOO 2713	Comparative Vertebrate Anatomy I.....	2	
ZOO 2713L	Comparative Vertebrate Anatomy I Laboratory.....	1	
ZOO 2714	Comparative Vertebrate Anatomy II.....		2
ZOO 2714L	Comparative Vertebrate Anatomy II Laboratory.....		1
CHM 2210	Organic Chemistry I.....	3	
CHM 2210L	Organic Chemistry I Laboratory.....	1	
CHM 2211	Organic Chemistry II.....		3
CHM 2211L	Organic Chemistry II Laboratory.....		1
	Literature.....	3	
PHY 2023	General Physics I.....	3	
PHY 2048L	General Physics I Laboratory.....	1	
PHY 2024	General Physics II.....		3
PHY 2049L	General Physics II Laboratory.....		1
SOC 1200	Introduction to the Social Sciences.....	3	
POS 1001***	Introduction to Political Science.....		3
	Physical Education.....		1
		<hr/> 17	<hr/> 15

*HES 2121 may be substituted.

**Pre-Pharmacy students may substitute ACC 1001, ACC 1021 or CHM 2120C.

***POS 2041 or AMH 2010 may be substituted.

RE-PODIATRY (A.A. 04-083)

This curriculum will meet the minimum requirements for admission to most colleges of podiatry. A survey of these requirements has been conducted by the Chemistry Section by correspondence and from information published by the American Podiatry Association.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
SC 1010	Principles of Biology	3	
SC 1010L	Principles of Biology Laboratory	1	
ZO 1013	General Zoology		3
ZO 1013L	General Zoology Laboratory		1
CHM 1045	General Chemistry I	3	
CHM 1045L	General Chemistry I Laboratory	1	
CHM 1046	General Chemistry II		3
CHM 1046L	General Chemistry II Laboratory		1
COM 1103	Freshman Communications I	3	
COM 1136	Freshman Communications II		3
PHS 1000*	Perspectives on Healthful Living		2
MAT 1104	College Algebra	3	
SSC 1200	Introduction to the Social Sciences	3	
PSY 1001**	Introduction to Political Science		3
		<u>17</u>	<u>16</u>

SOPHOMORE YEAR

ART 1000	Art Appreciation		3
or			
MUS 1011	Music Appreciation	(3)	
CHM 2200C**	Principles of Organic Chemistry		4
	Literature	3	
	Physical Education	1	1
PHY 2023	General Physics I	3	
PHY 2048L	General Physics I Laboratory	1	
PHY 2024	General Physics II		3
PHY 2049L	General Physics II Laboratory		1
	Electives****	7	3
		<u>15</u>	<u>15</u>

*HES 2121 may be substituted.

**POS 2041 or AMH 2010 may be substituted.

***CHM 2210-CHM 2211L may be substituted if 8 hours of organic chemistry are needed for admission by a particular college of podiatry.

****PSY 2012, EGC 2120 are recommended.

Chemistry

PRE-OPTOMETRY (A.A. 04-082)

This curriculum will meet the minimum requirements for admission to most colleges of optometry. All colleges place emphasis on mathematics, physics, chemistry and biology. Since some colleges also require additional courses in psychology or foreign languages, it is suggested that the student contact directly the school of his choice to determine what modifications might be needed. Some information is available in the Career Information and Study Center, Library Learning Resources Building.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
BSC 1010	Principles of Biology	3	
BSC 1010L	Principles of Biology Laboratory	1	
ZOO 1013	General Zoology		3
ZOO 1013L	General Zoology Laboratory		1
CHM 1045	General Chemistry I	3	
CHM 1045L	General Chemistry I Laboratory	1	
CHM 1046	General Chemistry II		3
CHM 1046L	General Chemistry II Laboratory		1
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
MAC 1144	Trigonometry & Analytic Geometry	3	
MAC 2411	Calculus I		3
	Physical Education	1	
SOC 1200	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science		3
		18	17

SOPHOMORE YEAR

ARH 1000	Art Appreciation		3
or			
MUL 1011	Music Appreciation	(3)	
CHM 2210	Organic Chemistry I	3	
CHM 2210L	Organic Chemistry I Laboratory	1	
CHM 2211**	Organic Chemistry II		3
CHM 2211L	Organic Chemistry II Laboratory		1
	Literature	3	
HES 1000***	Perspectives on Healthful Living	2	
MAC 2412	Calculus II	3	
	Physical Education		1
PHY 2023	General Physics I	3	
PHY 2048L	General Physics I Laboratory	1	
PHY 2024	General Physics II		3
PHY 2049L	General Physics II Laboratory		1
	Electives****		3
		16	15

*POS 2041 or AMH 2010 may be substituted.

**For some colleges of optometry, the chemistry requirement may be met by taking CHM 2200 instead of CHM 2210, CHM 2211. For a few schools, no organic chemistry is required, but is recommended.

***HES 2121 may be substituted.

****Psychology recommended by most optometry schools. To reduce total hours, a student may omit the 3 hours of electives.

COURSE DESCRIPTIONS

Chemistry

CHM 1015 PRINCIPLES OF CHEMISTRY

An introduction to the principles of chemistry for students who do not need the more intensive courses. Covers the structure of atoms, periodic law, pH, and other important concepts of general chemistry, and progresses through elementary organic chemistry into certain areas of biochemistry. Includes some chemistry relevant to health and the numerous chemical products in use today. Serves as co- or prerequisite for CHM 1015L. 3-0-3* (offered all terms)

CHM 1015L LABORATORY FOR CHM 1015

(Co- or prerequisite: CHM 1015) A study of metric measurements, physical and chemical properties, elements and compounds, and many laboratory techniques and skills. 0-2-1* (offered on demand)

CHM 1045 GENERAL CHEMISTRY I

(Prerequisite: CHM 1015 and MAT 1033 or higher, or one unit of high school chemistry with a grade of "B" or better and three units of high school mathematics. Co-requisite: CHM 1045L) The first half of a two-semester sequence which includes a thorough study of the theories, laws and principles of general chemistry and their application. Mathematical relationships and problem solving are stressed. 3-0-3* (offered Fall, Winter & Spring I terms)

CHM 1045L GENERAL CHEMISTRY I LABORATORY

(Co-requisite: CHM 1045) Laboratory for CHM 1045. 0-3-1* (offered Fall, Winter and Spring I terms)

CHM 1046 GENERAL CHEMISTRY II

(Prerequisite: CHM 1045 or equivalent; co-requisite: CHM 1046L) Continuation of CHM 1045. The second half of a two-course sequence. 3-0-3* (offered Fall, Winter and Spring II terms)

CHM 1046L GENERAL CHEMISTRY II LABORATORY

(Co-requisite: CHM 1046) Laboratory for CHM 1046. 0-3-1* (offered Fall, Winter & Spring II terms)

CHM 2200C PRINCIPLES OF ORGANIC CHEMISTRY

(Prerequisites: CHM 1015 and CHM 1015L with "C" or better; or CHM 1045, CHM 1046) A semester course in the fundamentals of organic chemistry with emphasis on the structures and functions of organic compounds, and the chemistry related to polymers, fibers, dyes, pesticides, vitamins, nutrition and metabolism. 3-4-4* (not offered 78-79 year)

CHM 2120C QUANTITATIVE ANALYSIS

(Prerequisite: CHM 1046 & 1046L or equivalent) The theory and practice of exact methods of chemical analysis, including volumetric, gravimetric, and an introduction to instrumental methods. 2-6-4* (not offered 78-79 year)

CHM 2210 ORGANIC CHEMISTRY I

(Prerequisite: CHM 1046 & 1046L) First half of a two-semester sequence, covering fundamental concepts, nomenclature, synthesis and reactions of the many classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. 3-0-3* (offered Fall & Spring I terms)

CHM 2210L ORGANIC CHEMISTRY I LABORATORY

(Co-requisite: CHM 2210) 0-4-1* (offered Fall & Spring I terms)

CHM 2211 ORGANIC CHEMISTRY II

(Prerequisite: CHM 2210; co-requisite: CHM 2211L) Continuation of CHM 2210. 3-0-3* (offered Winter & Spring II terms)

CHM 2211L ORGANIC CHEMISTRY II LABORATORY

(Co-requisite: CHM 2211) 0-4-1* (offered Winter & Spring II terms)

Lecture-Lab-Credit Hours

Science

PHYSICS AND PHYSICAL SCIENCE SECTION:

FACULTY: Dasher (Chairperson), Galbraith, McCue, Ramos

MAJORS: Physics, Geology, Astronomy, Physical Sciences, Meteorology

COURSE PREFIXES: AST, GLY, PHY, PSC

It is understood that the co-requisite for the laboratory is the lecture and vice versa, that a student must enroll in both initially and, if he withdraws before the 12-week period, he must withdraw from both lecture and lab. After the 12-week period, the student may withdraw from either the lecture or the laboratory.

PROGRAMS:

PHYSICS (A.A. 18-401), PHYSICAL SCIENCES (A.A. 18-405), ASTRONOMY (A.A. 18-402), GEOLOGY (A.A. 18-403), METEOROLOGY (A.A. 18-404)

This physics program is designed for the above average student. Other students desiring to have a major in physics must plan to take five terms of study.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ARH 1000	Art Appreciation		3
or			
MUL 1011	Music Appreciation (3)		
CHM 1045	General Chemistry I	3	
CHM 1045L	General Chemistry I Laboratory	1	
CHM 1046	General Chemistry II		3
CHM 1046L	General Chemistry II Laboratory		1
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II		3
FRE 1000	Elementary French I	3	
FRE 1101	Elementary French II		3
HES 1000*	Perspectives on Healthful Living	2	
MAC 2411	Calculus I	3	
MAC 2412	Calculus II		3
	Physical Education	1	1
		16	17

SOPHOMORE YEAR

	Literature		3
MAC 2413	Calculus III	4	
MAP 2302	Differential Equations		3
MAS 2103	Elementary Linear Algebra		3
COP 2110	Mathematical Programming	2	
PHY 2048	General Physics with Calculus I	3	
PHY 2048L	General Physics with Calculus I Lab	1	
PHY 2049	General Physics with Calculus II		3
PHY 2049L	General Physics with Calculus II Lab		1
SOC 1200	Introduction to the Social Sciences	3	
POS 1001**	Introduction to Political Science		3
	Electives	4	
		17	16

*HES 2121 may be substituted.

**POS 2041 or AMH 2010 may be substituted.

NOTE: Students planning to go to the University of Florida should take 7 hours of biology.

COURSE DESCRIPTIONS

Astronomy

AST 1002 DESCRIPTIVE ASTRONOMY

Introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of Astronomy, nebulae, galactic structure. Lectures, discussion and observations. 3-0-3* (offered on demand)

Geology

GLY 1000 DESCRIPTIVE GEOLOGY

A study of the materials, structure and surface of Earth and processes which have produced or shaped them. Related laboratory exercises, demonstrations, and local field trips are included. 3-0-3* (offered on demand)

PHY 2023 GENERAL PHYSICS I

(Prerequisite: MAC 1104 or MTB 1321 or MTB 1322) This course in physics is designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. This is the initial part of a two-term sequence and must be taken before PHY 2024. Topics included are: introduction to scalar and vector quantities, equilibrium, laws of motion, translation and rotation, energy, heat, work general gas law, thermal behavior of matter, wave motion and sound. Emphasis is placed on fundamental concepts and laws of physics with particular attention to application to the environment and daily experience of the average person. (Laboratory PHY 2048L) 3-0-3* (offered Fall, Winter & Spring I terms)

PHY 2024 GENERAL PHYSICS II

(Prerequisite: PHY 2023) This is the second term of the general physics sequence. Topics studied are: electrostatics, electric current, resistance, electromagnetism, magnetic circuits, electro-magnetic induction, capacitance, alternating current, optics, light, optical instruments, the atom, the photon, matter waves, atoms and valence, quantum numbers applied to the periodic table, radioactivity. (Laboratory PHY 2049L) 3-0-3* (offered Fall, Winter & Spring II terms)

PHY 2048 GENERAL PHYSICS WITH CALCULUS I

(Co-requisite: MAC 2411 and PHY 2048L) This is the first part of a two-term sequence in general physics for students with an above-average mathematical background. It is designed for students in engineering and science. Topics included are: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat, transfer, change of phase, thermal behavior of gases, and thermo-dynamics. 3-0-3* (offered Fall, Winter & Spring I terms)

PHY 2048L GENERAL PHYSICS I AND GENERAL PHYSICS WITH CALCULUS I (LABORATORY)

The laboratory portion of the course, PHY 2023 and PHY 2048. It introduces the student to basic ideas of measurement, fundamentals of the analysis of experimental data and laboratory methods. 0-2-1* (offered Fall, Winter & Spring I terms)

PHY 2049 GENERAL PHYSICS WITH CALCULUS II

(Prerequisite: PHY 2048; co-requisite: MAC 2412 and PHY 2049L) This is the second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction and polarization. 3-0-3* (offered Fall, Winter & Spring II terms)

*Lecture-Lab-Credit Hours

Science

PHY 2049L GENERAL PHYSICS II AND GENERAL PHYSICS WITH CALCULUS II LABORATORY

The laboratory portion of the course PHY 2024 and 2049. It is designed to illustrate various phenomena discussed in the lectures. 0-2-1* (offered Fall, Winter & Spring II terms)

PHY 2101 MODERN PHYSICS

(Prerequisite: PHY 2024 or PHY 2049) Topics included are: special theory of relativity, introductory quantum theory, atomic structure, radiation, nuclear structure, solid state, elementary particles and plasmas. 3-0-3* (not offered 78-79 year)

Physical Sciences

PSC 1341 SURVEY OF PHYSICAL SCIENCE II

(Prerequisite: MGF 1113 or adequate score on placement test) Physical Science I is not a prerequisite for this course. This course is a study of the basic concepts of physics and chemistry (with their application to environmental imperatives). Recommended for students planning to take chemistry and physics who have not had these courses in high school. 3-0-3* (offered Fall, Winter & Spring II terms)

PSC 1513 SURVEY OF PHYSICAL SCIENCE I

This is an introductory course in science including the study of astronomy, meteorology, geology and oceanography. Environmental imperatives such as the earth as an energy system, air pollution, sound pollution, soil and grassland conservation, water supply, demand and pollution are viewed by using physical scientific principles and concepts. No mathematics beyond ratio and proportion and arithmetic is required. There are no science prerequisites. 3-0-3* (offered all terms)

PSC 1341L PHYSICAL SCIENCE LABORATORY

(Co- or prerequisite: PSC 1341) The laboratory is a combination of individual work by the student, lecture demonstration by the instructor (for those experiments where advanced operational techniques are necessary for the student, if he is to verify the agreement between theory and practice), and students working together in groups on certain basic principle experiments which involve introductory chemical and physical principles. 0-2-1* (offered Fall, Winter & Spring II terms)

*Lecture-Lab-Credit Hours



Social Science

FACULTY: Bottosto (Chairperson), Becherer, Bowser, Dampier, Daughterty, Freedman, Kochel, Matthews, Myatt, O'Neill, Payne, Pugh, T. Robinson, Rouse, Salisbury, Yinger

MAJORS: Early Childhood Education, Education (Elementary Level), Education (Secondary Level), Geography, Government and Foreign Service, History, Philosophy, Political Science, Pre-Law, Pre-Ministry, Psychology, Social Science, Social Science Teacher, Welfare Worker

COURSE PREFIXES: AMH, ANT, ASN, DEP, EDF, EDP, EEC, GEO, EGC, LAH, MAF, PHI, POS, PSY, REL, SOP, SOC, WOH

PROGRAMS: Social Science is essentially a study of human society—that is, it deals with the relationships of persons as members of a group or groups. Individuals form groups to obtain common goals—in education, religion, recreation, and so on. Since the common wants of mankind are many and varied, the group activities needed to satisfy those wants are correspondingly numerous. As these group activities have come under study, the social sciences have multiplied from a few recognized general studies to many specialized ones, each with numerous subdivisions. The Department of Social Science at Palm Beach Junior College is organized expressly to meet the needs of those students who come from a wide variety of backgrounds and are headed toward a wide variety of professions and occupations. While the major emphasis at Palm Beach Junior College is with programs in general studies, it should be emphasized that the faculty within the Department of Social Science is available to assist those students who express a specific interest within the Department of Social Science.

Accordingly, students are expected to complete the General Education requirements outlined in the section "How to Choose Your Program" and to select those additional courses of special interest to them in meeting the immediate needs, but also the particular requirements for a degree at the senior college of their choice. Academic advisors are assigned to those students who indicate a desire to pursue a program currently offered within the Department of Social Science.



EARLY CHILDHOOD EDUCATION (A.A. 14-344)

Because of a growing demand on college campuses throughout the country for programs to prepare teachers in early childhood education, a cooperative program for directors and teachers of public, private, and church-related nursery schools, kindergartens and day-care centers has been developed by Palm Beach Junior College. The program is planned to provide work for teachers in service who do not hold a degree and who have not had necessary training in early childhood education. The program also provides work for teachers who hold degrees, but who are not trained for work with young children.

FRESHMAN YEAR		SEMESTER	
COURSE	TITLE	HOURS	CREDIT
		Fall	Winter
ENC 1103	Freshman Communications I	3	
EEC 1001*	Early Childhood Education	3	
EEC 2907	Directed Observation & Participation	3	
	Sciences	3	
SOC 1200	Introduction to the Social Sciences	3	
ENC 1136	Freshman Communications II		3
EEC 2908***	Directed Observation & Participation		3
DAA 2160L	Fundamentals of Interpretive Movement		1
PSY 2012	General Psychology		3
	Sciences		3
POS 1001**	Introduction to Political Science		3
		15	16

*EEC 1001 is a prerequisite or co-requisite of EEC 2907.
**POS 2041 or AMH 2010 may be substituted.
***Prerequisites: EEC 1001, EEC 2907.

SOPHOMORE YEAR

ARH 1000	Art Appreciation.....	3	
or			
MUL 1011	Music Appreciation	(3)	
FSS 1112	Foods for Children	3	
MGF 1113			
or higher	General Education Mathematics I.....	3	
EGC 2120	Personality Development	3	
	Elective*	3	
	Literature		3
EEC 2943	Early Childhood Teaching Practicum		3
HES 1000*	Perspectives on Healthful Living		2
PEL 2041L	Recreational Games		1
DEP 2102	Child Growth & Development		3
	Elective**		4
		15	16

*Suggested electives: LIS 1580, PEL 2041L, HUN 1201

*Elective may be any General Education course and must be approved by the academic counselor.

EARLY CHILDHOOD EDUCATION (A.S. 14-342)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
NC 1103	Freshman Communications I	3	
DF 1005	Introduction to Education.....	3	
EC 1001	Early Childhood Education	3	
EC 2907	Directed Observation & Participation	3	
EL 2041L	Recreational Games	1	
OC 1200	Introduction to the Social Sciences	3	
NC 1136	Freshman Communications II.....		3
EC 2908***	Directed Observation & Participation		3
HUN 1201	Elements of Nutrition		3
AA 2160L	Fundamentals of Interpretive Movement		1
SY 2012	General Psychology.....		3
OS 1001**	Introduction to Political Science		3
		16	16

SOPHOMORE YEAR

SC 1010	Principles of Biology	3	
MUT 1001	Fundamentals of Music	3	
GC 2120	Personality Development	3	
	Electives*	6	
EC 2943	Early Childhood Teaching Practicum		3
HES 1000*	Perspectives on Healthful Living	2	
HES 1400	Standard First Aid and Personal Safety.....		1
DEP 2102	Child Growth & Development		3
IAF 2001	Family Relationships.....		3
MGF 1113	General Education Mathematics I.....		3
		15	15

*HES 2121 may be substituted.

**POS 2041 or AMH 2010 may be substituted.

**Prerequisites: EEC 1001, EEC 2907.

Social Science

EARLY CHILDHOOD EDUCATION AIDES (CT 14-343)

(Achievement Certificate Program)

The Early Childhood Education Certificate Program is designed to prepare students professionally for their roles as early childhood teacher aides. Students must complete the thirty hours listed with an overall grade-point average of "C" or better in the program.

FIRST TERM

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ENC 1103	Freshman Communications I	3	
EEC 1001*	Early Childhood Education	3	
EEC 2907	Directed Observation & Participation	3	
HUN 1201	Elements of Nutrition	3	
HES 1000	Perspectives on Healthful Living	2	
PEL 2041L	Recreational Games	1	
		<u>15</u>	

SECOND TERM

EEC 2908**	Directed Observation & Participation	3	
HES 1400	Standard First Aid and Personal Safety	1	
DAA 2160L	Fundamentals of Interpretive Movement	1	
PSY 2012	General Psychology	3	
DEP 2102	Child Growth & Development	3	
SOC 1200	Introduction to the Social Sciences	3	
	Elective***	3	
		<u>17</u>	

*EEC 1001 is a prerequisite or co-requisite of EEC 2907.

**Prerequisites: EEC 1001, EEC 2907.

***Suggested electives: LIS 1580, ART 1100, FSS 1112.

EARLY CHILDHOOD EDUCATION (Montessori Specialization)

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
EEC 2940	Montessori Teaching Practicum I	3	
EEC 2941	Montessori Teaching Practicum II	3	

Early Childhood majors may also elect to specialize in the Montessori Method. In order to receive the Certificate of Competency in the Montessori Method, an internship period covering two terms will be required for a total of thirty hours.

Students who hold the bachelor's degree or above will be eligible to receive the full teaching certificate in the Montessori Method after satisfactorily completing course EEC 1001, EEC 2907, EEC 2908 and the nine-month internship requirement.

EDUCATION (ELEMENTARY LEVEL) (A.A. 14-329)

Academic advisement is required within the Social Science Department in order to satisfy the particular needs of individual students. Senior college choice may necessitate some changes, including a rearrangement of the program.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation	3
or		
MUL 1011	Music Appreciation (3)	
	Science	6
ENC 1103	Freshman Communications I	3
ENC 1136	Freshman Communications II	3
EDF 1005	Introduction to Education	3
MGF 1113*	General Education Math I	3
	Physical Education	2
SPC 1600	Fundamentals of Speech	3
SOC 1200	Introduction to the Social Sciences	3
POS 1001**	Introduction to Political Science	3
		<u>32</u>

SOPHOMORE YEAR

	Literature	6
EDF 2090	Social Foundations of Education	3
GEO 1010	Principles of Geography & Conservation	3
HES 1000***	Perspectives on Healthful Living	2
WOH 1012	Ancient & Medieval Civilizations	3
WOH 1022	Modern Civilizations	3
PSY 2012	General Psychology	3
DEP 2102*	Child Growth and Development	3
	Electives****	4
		<u>30</u>

*These courses satisfy basic certification requirements for teaching in Florida. They may, however, be acceptable only as electives to some state college and universities to which the student may transfer.

**POS 2041 or AMH 2010 may be substituted.

***HES 2121 may be substituted.

***Suggested electives: Foreign Languages, PHI 1100, EGC 2120.

PRE-LAW (A.A. 14-332)**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
ENC 1103	Freshman Communications I	3
ENC 1136	Freshman Communications II	3
MGF 1113	General Education Math I	3
	Physical Education	2
SPC 1600	Fundamentals of Speech	3
SOC 1200	Introduction to the Social Sciences	3
POS 1001*	Introduction to Political Science	3
	Science	6
	Foreign Language	6
		<u>32</u>

Social Science

SOPHOMORE YEAR

ARH 1000	Art Appreciation	3
or		
MUL 1011	Music Appreciation (3)	
	Literature	6
HES 1000**	Perspectives on Healthful Living	2
AMH 2010	U.S. History to 1865	3
AMH 2020	U.S. History from 1865 to Present	3
PHI 1100	Art of Thinking	3
POS 2041	American National Government	3
	Foreign Language	6
	Elective	1
		<hr/> 30

*POS 2041 or AMH 2010 may be substituted.

**HES 2121 may be substituted.

PRE-MINISTRY AND PHILOSOPHY (A.A. 14-334)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
BSC 1010	Principles of Biology	3
BSC 1010L	Principles of Biology Laboratory	1
ENC 1103	Freshman Communications I	3
ENC 1136	Freshman Communications II	3
HES 1000*	Perspectives on Healthful Living	2
MUL 1011	Music Appreciation	3
MGF 1113	General Education Math I	3
PEL 1011L	Team Activities	1
PEL 2041L	Recreational Games	1
PHI 1000	Introduction to Philosophy	3
REL 1210	Old Testament	3
SOC 1200	Introduction to the Social Sciences	3
	Foreign Language	6
		<hr/> 35

SOPHOMORE YEAR

ENL 2015	English Literature to 1660	3
POS 2041	American National Government	3
PSC 1513	Survey of Physical Science I	3
PSY 2012	General Psychology	3
REL 1243	New Testament	3
REL 2300	Religions of the World	3
SPC 1600	Fundamentals of Speech	3
	Foreign Language	6
		<hr/> 27

*HES 2121 may be substituted.

EDUCATION (SECONDARY LEVEL) (A.A.)

The student planning to teach at the secondary level in an academic area should seek counseling from the department of his major field. In consultation with his counselor, the student must make certain that his program will satisfy his needs for certification as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.

GENERAL SOCIAL SCIENCE (A.A. 14-326)¹; GEOGRAPHY (A.A. 14-336)²; GOVERNMENT-FOREIGN SERVICE (A.A. 14-335)³; HISTORY (A.A. 14-327)⁴; POLITICAL SCIENCE (A.A. 14-339)⁵; SOCIAL SCIENCE TEACHER (A.A. 14-328)⁶; WELFARE WORKER (A.A. 14-330); ANTHROPOLOGY (A.A. 14-324); SOCIOLOGY (A.A. 14-325)

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation	3
or		
MUL 1011	Music Appreciation	(3)
ENC 1103	Freshman Communications I	3
ENC 1136	Freshman Communications II	3
	Literature	3
HES 1000*	Perspectives on Healthful Living	2
MGF 1113	General Education Math I	3
STA 2014	Statistics	3
	Physical Education	2
SOC 1200	Introduction to the Social Sciences	3
POS 1001**	Introduction to Political Science	3
	Science	6
	Foreign Languages—Spanish, French	12
	Electives	16
		<hr/> 62

*HES 2121 may be substituted.

**POS 2041 or AMH 2010 may be substituted.

1. Recommended electives: ECO 2103, WOH 1012, WOH 1022, PHI 1000, GEO 1010, PSY 2012, SPC 1600, ANT 2000, SOC 2000, ASN 2000, AMH 2580.
2. Recommended electives: GEO 1010, WHO 1012, WOH 1022, PSY 2102, MaC 1104, MAC 1144, ETC 2321C, ETC 2323C, ETC 2326C, ETD 2121C, ETC 2339C, ECO 2013, ECO 2023, ASN 2000, AMH 2580.
3. Recommended electives: ART 1201C, WOH 1012, WOH 1022, AMH 2010, AMH 2020, LAH 2130, LAH 2131, GEO 1010, POS 2041, POS 2112, ECO 2013, LIT 2215, LIT 2224, ANT 2000, SOC 2000, ASN 2000, AMH 2580.
4. Recommended electives: WOH 1012, WOH 1022, AMH 2010, AMH 2020, LAH 2130, LAH 2131, GEO 1010, REL 2300, POS 2041, ANT 2000, SOC 2000, ASN 2000, AMH 2580.
5. Recommended electives: WOH 1012, WOH 1022, AMH 2010, AMH 2020, GEO 1010, ECO 2013, PHI 1000, ANT 2000, SOC 2000, ASN 2000, AMH 2580.
6. Recommended electives: WOH 1012, WOH 1022, GEO 1010, AMH 2010, AMH 2020, ECO 2013, POS 2041, POS 2112, CCJ 1100, PSY 2102, DEP 2102, EDF 1005, SPC 1600, SOC 2020, ANT 2000, SOC 2000, ASN 2000, AMH 2580.
7. Recommended electives: ECO 2013, ECO 2023, WOH 1012, WOH 1022, MAF 2001, POS 2112, CCJ 1100, PSY 2012, EGC 2120, DEP 2102, PHI 1000, FSS 1210C, CTE 1310C, AMH 2010, AMH 2020, POS 2041, SPC 1600, SOC 2020, ANT 2000, SOC 2000, ASN 2000, AMH 2580.

NOTE: Senior college choice may necessitate some changes, including a rearrangement of the program.

Social Science

PSYCHOLOGY—(A.A. 14-331)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ENC 1103	Freshman Communications I	3	
ENC 1136	Freshman Communications II.....		3
HES 1000*	Perspectives on Healthful Living	2	
	Science.....	3	3
MGF 1113	General Education Math I		3
	Physical Education	1	1
PSY 2012	General Psychology.....		3
	Foreign Language	3	3
SOC 1200	Introduction to the Social Sciences	3	
		15	16

SOPHOMORE YEAR

ARH 1000	Art Appreciation.....	3	
or			
MUL 1011	Music Appreciation	(3)	
	Literature		3
STA 2014	Statistics.....		3
EGC 2120	Personality Development	3	
DEP 2102	Child Growth & Development		3
POS 1001**	Introduction to Political Science	3	
SOP 2740	Feminist Psychology	3	
	Foreign Language	3	3
	Electives		4
		15	16

COURSE DESCRIPTIONS

American History

AMH 2010 UNITED STATES HISTORY TO 1865

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of the thirteen English colonies, an intensive study of the Constitution of the United States, and the early national period of the United States to the end of the Civil War. 3-0-3* (offered Fall term)

AMH 2020 UNITED STATES HISTORY FROM 1865 TO THE PRESENT

A continuation of AMH 2010, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political and cultural movements and forces. 3-0-3* (offered Winter term)

AMH 2580 AMERICAN MINORITIES TODAY

This course will explore historically and examine currently the principal minority groups in American life today, tracing the developments and contributions, values, character, heritage, social structure, etc. of each minority studied. There will be an examination of the relations among ethnic and racial groups and the general attitude of mainstream Americans toward these groups, focusing on ethnic prejudice, hostility, identity, solidarity and power movements. Minority groups to be surveyed are: Black Americans (major emphasis), native American Indians, American women, Mexican-Americans, Puerto Rican-Americans (briefly surveyed), Japanese-Chinese and other Asian Americans. 3-0-3* (offered Fall & Winter terms)

*Lecture-Lab-Credit Hours

Anthropology**ANT 2000 INTRODUCTION TO ANTHROPOLOGY**

(Prerequisite: SOC 1200) This course provides an introduction to the functional study of man; concepts of human development, pre-history, culture, comparison in human variation, structure and function in social organization, synthesis of biological, cultural and social factors. 3-0-3* (offered Fall term)

Developmental Psychology**DEP 2102 CHILD GROWTH AND DEVELOPMENT**

(Prerequisite: PSY 2012) Stressing the developing self of the child, this course explores the physiological, social, emotional, and intellectual natures of children. It includes a survey of problematic behavior and the application of principles and achievements in the field of psychology as these contribute to the personal development and general welfare to the individual child. Observations of children from the pre-school level through high school are included. 3-0-3* (offered Fall & Winter terms)

Education: Foundations**EDF 1005 INTRODUCTION TO EDUCATION (Teaching)****

An introduction to the nature of teaching in the public schools of the United States. Topics included are: planning and preparation for teaching; roles and the responsibilities of teachers; relationship between schools and society; organization, financing and control of public schools; historical perspectives; and the aims and objectives of education as a social institution. 3-0-3* (offered Fall & Winter terms)

EDF 2090 SOCIAL FOUNDATIONS OF EDUCATION

(This course is part of the sequence of courses students planning to complete their studies at Florida Atlantic University should take. Other students are advised to seek approval of their probable senior institution before enrolling—same as FAU ED 302) A study of the contributions of philosophical, historical, and sociological bases of education and their implications for curriculum development and methods of instruction. An analysis of educational problems, issues and innovations is included. A research project with continuing significance for the student must be undertaken. 3-0-3* (offered on demand)

Educational Psychology**DEP 2002 EDUCATIONAL PSYCHOLOGY**

(Prerequisite: PSY 2012 or permission of the instructor) This course is specifically designed to aid the classroom teacher in gaining an understanding of the basic psychological principles which will place him in a favorable position in dealing with the varied problems in a classroom situation. It particularly emphasizes the intellectual, social, emotional and physical factors of growth and development as these relate to the learning process. (Offered evenings only) 3-0-3* (offered Winter term)

*Lecture-Lab-Credit Hours

*NOTE: The following will apply to ALL students enrolling in Palm Beach Junior College who plan to complete professional programs in Teacher Education at Florida Atlantic University leading to certification to teach in Florida.

EDF 1005 Introduction to Education (Teaching)
 SPC 1600 Beginning Speech
 PSY 2012 General Psychology
 DEP 2102 Child Growth and Development
 EDF 2090 Social Foundations of Education

Social Science

Education: Early Childhood

EEC 1001 EARLY CHILDHOOD EDUCATION (Emphasis Montessori)

This course provides an intensive investigation of the various theories, philosophies, programs and methods in Early Childhood Education. Major emphasis is given to the Montessori philosophy, its relevance to current early learning theories, and the enhancement of learning experiences for pre-school and primary children. 3-0-3* (offered Fall & Winter terms)

EEC 2907 EARLY CHILDHOOD DIRECTED OBSERVATION & PARTICIPATION I

(Co- or prerequisite: EEC 1001) This course will introduce the student to Montessori and other early-learning materials. Opportunities to observe the demonstration of materials and student practice with these materials with the early learner in a variety of instructional settings will be provided. 3-0-3* (offered Fall & Winter terms)

EEC 2908 EARLY CHILDHOOD DIRECTED OBSERVATION & PARTICIPATION II

(Prerequisite: EEC 1001, EEC 2907) This course is a continuation of EEC 2907. 3-0-3* (offered Fall & Winter terms)

EEC 2940 MONTESSORI TEACHING PRACTICUM I

This course is designed to give the student actual teaching experience in an approved Montessori classroom. The student will be working under the supervision of an instructor who is an approved cooperating Montessori teacher during his internship. 0-15-3* (offered Fall & Winter terms)

EEC 2941 MONTESSORI TEACHING PRACTICUM II

This course is a continuation of EEC 2940. 0-15-3* (offered Fall & Winter terms)

EEC 2943 EARLY CHILDHOOD TEACHING PRACTICUM

This course is designed to give the student actual teaching experience in an approved Early Childhood Education Center. The student will be working under the supervision of a college instructor and an approved cooperating teacher during his internship. 1-6-3* (offered Fall & Winter terms)

Guidance and Counseling

EGC 2120 PERSONALITY DEVELOPMENT AND ADJUSTMENT

(Prerequisite: PSY 2012) This course is a summary of the theories, methods and research of psychologists, organized on the basis of personality as a science. The goals, theories and methods of the science first are introduced and then a variety of reactions to the inevitable psychological problems encountered throughout life are explored, the application of psychological principles utilizes techniques of self-management in relationship to personal assessment, sensitivity to the needs of others, and effective adjustment. 3-0-3* (offered Fall, Winter & Spring I terms)

Geography

GEO 1010 PRINCIPLES OF GEOGRAPHY AND CONSERVATION

This course is an introduction to cultural and world geography through a study of selected regions. Ecological and conservational problems are emphasized. The course also includes an explanation of geographical materials and their use. 3-0-3* (offered Fall & Winter terms)

Latin American History

LAH 2130 LATIN AMERICAN HISTORY—COLONIAL PERIOD

This course surveys the social, political, economic, and military background of Latin America. Beginning with the pre-Columbian era, it proceeds through the discoveries, conquests, and colonization of the continent. Emphasis is placed upon the cultural background of Latin America and the role played by Western European institutions in its development. 3-0-3* (offered Fall term)

LAH 2131 LATIN AMERICAN HISTORY—NATIONAL PERIOD

This course begins with the background of the wars for independence and proceeds to present day Latin America. It surveys the histories of the countries of Latin America, dealing with political, diplomatic, social, and economic forces which shaped these cultures. Emphasis is placed upon the development of governmental institutions and the emerging democratic forces. 3-0-3* (offered Winter term)

Marriage and Family**IAF 2001 MARRIAGE AND FAMILY RELATIONSHIPS**

A functional course designed to examine the inter-relationships between the biological, socio-psychological and culture aspects of human sexual behavior and how changing sexual attitudes and behavior are related to social change in general. Emphasis is placed upon the changing contemporary factors related to development and expression of the varieties of human intimacy, patterns of attraction and living arrangements both in and out of marriage and family context. 3-0-3* (offered Fall, Winter & Spring I terms)

Philosophy**HI 1000 INTRODUCTION TO PHILOSOPHY (Taught in Social Science Dept.)**

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. 3-0-3* (offered Fall & Winter terms)

HI 1100 THE ART OF THINKING (Taught in Communications Department)

The principal objects of this course are to help the student think with more accuracy, clarity and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3* (offered Fall & Winter terms)

HI 1600 ETHICS (Taught in Social Science Department)

This course involves a rigorous and systematic inquiry into man's moral behavior with the purpose of discovering the rules that ought to govern human action and the goals that are worth seeking in human life, using ethics as a science of conduct. 3-0-3* (offered Winter term)

Political Science**POS 1001 INTRODUCTION TO POLITICAL SCIENCE**

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3-0-3* (offered all terms)

POS 2041 AMERICAN NATIONAL GOVERNMENT

This course strives to develop an understanding and appreciation of the political institutions of the United States. Its principal feature is an exhaustive study of the origin, nature and development of the Constitution of the United States. The course also includes a discussion of political parties, pressure groups, economic blocks, sectional interests, bodies of political and social opinion and other forces which influence the process of government. 3-0-3* (offered Fall, Winter & Spring I terms)

POS 2112 AMERICAN STATE AND LOCAL GOVERNMENT

A continuation of the study of the government of the United States, this course emphasizes the role of the national administration, our federal system as it relates to state governments, including taxation problems, law enforcement and the administration of justice, problems of metropolitan areas, interstate relationships, government regulations, operation of public utilities and public planning. 3-0-3* (offered Fall & Winter terms)

Lecture-Lab-Credit Hours

Social Science

Psychology

PSY 2012 GENERAL PSYCHOLOGY

Designed to provide a representative survey of psychology, this course explores scientifically various aspects of human behavior and adjustment. The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group differences, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3-0-3* (offered all terms)

Religion

REL 1210 THE OLD TESTAMENT

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding peoples through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. 3-0-3* (offered Fall & Winter terms)

REL 1243 THE NEW TESTAMENT

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study and the instructor's notes. 3-0-3* (offered Fall & Winter terms)

REL 2300 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hinduism, Judaism, Shinto, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3-0-3* (offered Winter term)

Social Psychology

SOP 2740 FEMINIST PSYCHOLOGY

This course, focusing upon the historical and current roles of women, will emphasize psycho-social processes; sex-role stereotyping, discriminatory practices, sexism, men's liberation, the women's movement, and resources for maximizing human potential. An experiential approach is used in encouraging student exploration of current attitudes, interests, and aspirations as a way of stimulating and facilitating personal growth and self-awareness through interaction with others. 3-0-3* (offered Fall, Winter & Spring I terms)

Sociology

SOC 1200 INTRODUCTION TO THE SOCIAL SCIENCES

This course introduces the student to the various disciplines of the social sciences which are interrelated and do not exist as distinct entities. The forces and factors that produce patterns of human interrelationships are examined with special emphasis on such basic institutions as the family, school, church and business. An underlying emphasis in the course is the meaningful significance of ongoing human culture. 3-0-3* (offered all terms)

*Lecture-Lab-Credit Hours

SOC 2000 INTRODUCTION TO SOCIOLOGY

(Prerequisite: SOC 1200 or permission of department chairperson) This course provides an introduction to the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships, and the effects of social life on human personality and behavior. 3-0-3* (offered Fall, Winter & Spring I terms)

SOC 2020 AMERICAN SOCIAL PROBLEMS

(Prerequisite: SOC 1200 or permission of the department chairperson) This course explores some of the major social problems now confronting American society—such as mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations, and related ethnic problems. The course attempts to establish criteria by which the educated layman can judge the probable effectiveness of various techniques of intervention for social improvement. Emphasis is given to current social problems of pressing concern in the area of South Florida. 3-0-3* (offered Fall, Winter & Spring I terms)

World History**WOH 1012 ANCIENT AND MEDIEVAL CIVILIZATIONS**

This course delves into the theories of historical causation, the origin of life upon our planet and the emergence of major cultures. It delineates the characteristics of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China, and Japan, are also studied. 3-0-3* (offered Fall & Winter terms)

WOH 1022 MODERN CIVILIZATIONS

A continuation of WOH 1012, this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3-0-3* (offered Fall & Winter terms)

ASN 2000 ASIAN STUDIES

This course provides for the comprehensive study of the development of the modern Soviet State and the Chinese Peoples Republic, and includes familiarization with Russian and Chinese culture, history, and government. The course also traces the movement and development of Russian and Chinese communism, including political theories and practices, social implications, the conduct of foreign affairs and associated programs and techniques in current world affairs. 3-0-3* (offered Fall term)

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APPENDIX A

COMMON COURSE NUMBERING CROSS REFERENCE

New Course Code	Old Code	Course Name
ART DEPARTMENT		
ARC 1120	AT 119	Architectural Drawing
ARH 1000	AT 110	Art Appreciation
ARH 1955	AT 115	History & Apprec. of Art I (Foreign)
ARH 1956	AT 116	History & Apprec. of Art II (Foreign)
ARH 2050	AT 215	History of Art I
ARH 2051	AT 216	History of Art II
ART 1100C	AT 112	Arts and Crafts I
ART 1101C	AT 114	Arts and Crafts II
ART 1110C	AT 105	Ceramics I
ART 1111C	AT 106	Ceramics II
ART 1155C	AT 107	Enameling and Jewelry
ART 1201C	AT 101	Design I
ART 1202C	AT 111	Design II
ART 1203	AT 103	Design III
ART 1230C	AT 102	Advertising Design I
ART 1300C	AT 103	Drawing I
ART 1301C	AT 104	Drawing II
ART 1305C	AT 100	Freehand Perspective Drawing
ART 2130C	AT 211	Fabric Design and Weaving
ART 2231C	AT 201	Advertising Design II
ART 2232C	AT 202	Advertising Design III
ART 2302C	AT204	Drawing III
ART 2310C	AT 206	Drawing IV
ART 2510C	AT 203	Painting Composition I
ART 2520C	AT 205	Painting Composition II
ARV 1100C	AT 108	Photography I
ARV 1101C	AT 109	Photography II
ARV 1200C	AT 121	Graphic Arts I
ARV 1202C	AT 117	Typography
ARV 1221C	AT 118	Production Graphics
ARV 1234C	AT 125	Graphic Arts II
ARV 1264C	AT 120	Graphic Arts Industries
ARV 2105C	AT 207	Dye-Transfer Photography
ARV 2214C	AT 221	Screen Printng
ARV 2217C	AT 222	Ink and Color
ARV 2222C	AT 220	Graphic Arts II
ND 1012	AT 135	Basic Interior Design
ND 1013	AT 136	History of Period Furniture
ND 2010	AT 210	Practical Applications in Int. Design
ND 2011	AT 212	Business Procedures for Int. Design

BUSINESS DEPARTMENT

CC 1001	BA 101	Principles of Accounting I
CC 1021	BA 102	Principles of Accounting II
CC 2409	BA 203	Cost Accounting

BAN 1110	BA 130	Principles of Bank Operations
BAN 1121		Bank Cards
BAN 1240	BA 123	Installment Credit
BAN 1303	BA 120	Savings and Time Deposit Banking
BAN 1800		Negotiable Instruments
BAN 2010	BA 239	Federal Reserve Systems
BAN 2120	BA 229	Fundamentals of Bank Data Proc.
BAN 2150	BA 232	Marketing for Bankers
BAN 2200	BA 222	Credit Administration
BAN 2201		Management of Comm. Bank Funds
BAN 2210	BA 237	Analyzing Financial Statements
BAN 2230	BA 225	Bank Investments
BAN 2400	BA 231	Trust Functions and Services
BAN 2700	BA 233	Financing Business Enterprise
BAN 1220	BA 221	Bank Management
BAN 2905	BA 250	Enterprise in S.E. Florida I
FIN 1230	BA 127	Money and Banking
BUL 1658	BA 126	Law and Banking
BUL 2111	BA 207	Business Law I
BUL 2112	BA 208	Business Law II
BUL 2658	BA 209	Florida School Law
COA 1100	HE 109	Consumer Education
CTE 1310	HE 106	Elements of Clothing Construction
CTE 1705	HE 113	Fashion Theory
CTE 1731	HE 112	Trade Sketching
CTE 1743	HE 107	Creative Pattern Making I
CTE 1744	HE 108	Creative Pattern Making II
CTE 2200	HE 203	Costume Selection
CTE 2340	HE 201	Clothing Construction
CTE 2514	HE 209	Fashion History
CTE 2745	HE 207	Fashion Design-Draping
CTE 2748	HE 208	Applied Fashion Design
DIE 1201	HE 103	Nutrition—Health & Disease I
DIE 1202	HE 104	Nutrition—Health & Disease
ECO 2000	BA 200	Introduction to Economics
ECO 2013	BA 204	Principles of Economics I
ECO 2023	BA 205	Principles of Economics II
FSS 1112	HE 110	Foods for Children
FSS 1170	HE 111	Practicum: Foods for Children
FSS 1210	HE 102	Food for the Family
FSS 1300	HR 102	Introduction to Food Service
FSS 2100	HR 211	Purchasing Management
FSS 2221	HR 210	Quantity Food Composition & Prep.
FSS 2251	HR 213	Operational Proc. of Quantity Food Svs.
FSS 2401	HR 215	Hotel-Motel Property Management
FSS 2500	HR 214	Food and Beverage Control
HFT 1000	HR 100	Intro. to Hotel-Rest. Mgt.
HFT 1700	HR 110	Tourism-Southeastern Florida
HFT 1941	HR 118	H-M-Food Service Practicum I
HFT 2220	HR 212	Personnel Mgt. and Operat. Proc.
HFT 2250	HR 204	Hotel-Motel Management Practices
HFT 2300	HR 202	Hotel-Motel Housekeeping Management
HFT 2410	HR 201	H-M Front Office Admin. & Procedures
HFT 2510	HR 216	Sales Promotion & Adv.—Hotels
HFT 2600	HR 207	Legal Aspects of Hotel Administration
HFT 2941	HR 218	Hotel-Motel Food Service Practicum II

HUN 1012	HE 105	Nutrition—For Dental Health Svs.
HUN 1201	HE 101	Elements of Nutrition
MAN 1700	BA 100	Introduction to Business
MAN 1701	BA 124	Business Administration
MAN 2000	BA 210	Principles of Management
MAN 2100	BA 271	Supervision—Human Relations in Bus.
MAN 2340	BA 213	Principles of Supervision
MAN 2342	BA 234	Supervision & Personnel Administration
MAN 2500	BA 242	Production Management
MAN 2800	BA 211	Small Business Management
MAR 1151	RG 101	Introduction to Retailing
MAR 1152	RG 108	Retail Mgt. & Personnel Problems
MAR 1311	RG 107	Retail Advertising & Promotion
MAR 2011	BA 212	Principles of Marketing
MAR 2101	BA 214	Salesmanship
MAR 2102	BA 215	Creative Salesmanship
MAR 2131	BA 240	Purchasing I
MAR 2132	BA 241	Purchasing II
MKA 1161	RG 105	Product Merchandising
MKA 1302L	RG 103	Sales and Marketing Practicum I
MKA 1312L	RG 104	Sales and Marketing Practicum II
MKA 1322L	RG 111	Sales and Marketing Practicum III
MKA 1332L	RG 112	Sales and Marketing Practicum IV
MKA 1402	RG 110	Fashion Merchandising
MKA 1411	RG 102	Textiles
MTB 1103	BA 110	Business Mathematics
MTB 1321	TM 103	Technical Mathematics I (Engr.)
MTB 1322	TM 104	Technical Mathematics II (Engr.)
REE 1000	RE 101	Real Estate Prin. & Prac.—FREC I
REE 1100	RE 103	Real Estate Appraisal I
REE 1200	RE 104	Real Estate Finance
REE 1430	RE 102	Real Estate Law
REE 2220	BA 236	Real Estate for Bankers
REE 2801	RE 201	Real Estate Prin. & Prac.—FREC II
RMI 1015	IN 101	General Principles of Insurance
RMI 1210	IN 102	Property Insurance
SES 1108	BE 107	Typewriting
SES 1100	BE 105	Beginning Typewriting
SES 1110C	BE 106	Intermediate Typewriting
SES 1210C	BE 103	Beginning Shorthand
SES 1211C	BE 104	Dictation and Transcription
SES 1321C	BE 100	Office Machines
SES 1330	BE 199	Business English
SES 1401	BE 101	Clerical Office Practice
SES 1402	BE 108	Secretarial Office Procedures
SES 2120C	BE 205	Advanced Typewriting
SES 2212C	BE 201	Advanced Short. Dict. & Trans.
SES 2221C	BE 206	Machine Shorthand I
SES 2222C	BE 207	Machine Shorthand II
SES 2223C	BE 208	Machine Shorthand III
SES 2224	BE 209	Machine Shorthand
SES 2248C	BE 203	Special App. of Legal-Med. Dict. & Trans.
SES 2335	BE 200	Business Communications

COMMUNICATIONS DEPARTMENT

AML 2020	EH 205	American Literature to 1865
AML 2022	EH 206	American Literature after 1865
ENC 1103	EH 101	Freshman Communications I
ENC 1136	EH 102	Freshman Communications II
ENC 1313	EH 110	Technical Writing
ENC 2423	EH 210	Advanced Composition
ENG 2910	EH 211	Introduction to Research Materials I
ENG 2911	EH 212	Introduction to Research Materials II
ENG 2912	EH 213	Introduction to Research Materials III
ENL 2015	EH 201	English Literature to 1660
ENL 2020	EH 202	English Literature after 1660
FRE 1100	FH 101	Elementary French I
FRE 1101	FH 102	Elementary French II
FRE 2200	FH 201	Intermediate French I
FRE 2201	FH 202	Intermediate French II
JOU 1100	JM 101	Basic Writing for Mass Communications
JOU 2103	JM 201	Reporting and Writing Techniques
LIT 2215	EH 203	World Literature to 1600
LIT 2224	EH 204	World Literature after 1600
MMC 1000	JM 102	Survey of Communications
ORI 2000	SP 203	Oral Interpretation
PHI 1000	PI 101	Intro. to Philosophy (Soc. Sc.)
PHI 1100	LC 101	The Art of Thinking
PHI 1600	PI 102	Ethics (Soc. Sc.)
REA 1105	EH 115	Reading Improvement I
REA 1106	EH 116	Reading Improvement II
RED 1219	EH 114	Phonics for Teachers
SPC 1600	SP 101	Fundamentals of Speech
SPC 1601	SP 102	Public Speaking
SPC 2520	SP 201	Discussion and Debate
SPN 1100	SH 101	Elementary Spanish I
SPN 1101	SH 102	Elementary Spanish II
SPN 2200	SH 201	Intermediate Spanish I
SPN 2201	SH 202	Intermediate Spanish II
THE 1000	SP 103	Introduction to the Theater
THE 1020	SP 104	Techniques of Dramatic Art
TPA 1210	SP 105	Fundamentals of Stagecraft
TPA 1211	SP 106	Advanced Stagecraft
TTP 2100	SP 202	Acting

DATA PROCESSING

COP 2110	MS 210	Mathematical Programming (Math. Dept.)
COP 2120	DP 205	Business Programming—COBOL
COP 2400C	DP 202	Computer Programming I
COP 2401C	DP 206	Computer Programming II
COP 2610C	DP 210	Advanced Computer Systems
COC 1100	DP 100	Introduction to Computers
COC 1110	DP 105	Structured Programming
COC 1300	DP 102	Computer Theory
COC 2301	DP 203	Systems and Applications
COC 2930	DP 298	Special Topics in Data Processing

DENTAL HEALTH SERVICES

EA 1010	DA 100	Introduction to Dental Assisting
EA 1020C	DA 102	Preclinical Orientation
EA 1120	DA 104	Related Dental Theory
EA 1200	DA 106	Dental Office Practice Mgt.
EA 1800C	DA 110	Clinical Practice I
EA 1801C	DA 111	Clinical Practice II
EA 1802C	DA 112	Clinical Practice III
EA 1820C	DA 108	Intraoral Auxiliary Procedures I
EA 1821C	DA 109	Intraoral Auxiliary Procedures II
EH 1000	DS 106	Oral Hygiene
EH 1303	DS 105	Pharmacology
EH 1410	DS 103-	
	202	General & Oral Histology/Pathology
EH 1800C	DS 110	Clinical Dental Hygiene I
EH 1802C	DS 111	Clinical Dental Hygiene II
EH 2600	—	Periodontology
EH 2701	DS 203	Public Health & Preventive Dentistry
EH 2712C	DS 207	Dental Health Education
EH 2806C	DS 210	Clinical Dental Hygiene III
EH 2808C	DS 215	Clinical Dental Hygiene IV
EH 2830	DS 206	Practice Administration
ES 1000C	DS 102	Dental Anatomy
ES 1100	DA 105	Elements of Dental Materials
ES 1100L	—	Laboratory for Dental Materials
ES 1200C	DS 104	Dental Radiology
TE 1000	DT 101	Orientation and Terminology
TE 1100C	DT 100	Complete Denture Techniques I
TE 1101C	DT 102	Complete Denture Techniques II
TE 1110C	DT 103	Cast Inlay and Crown Techniques
TE 1120C	DT 106	Partial Denture Techniques I
TE 1150C	DT 104	Crown and Bridge Technique I
TE 1200	DT 107	Jurisprudence and Ethics
TE 1140C	DT 110	Ceramics
TE 2121C	DT 206	Partial Denture Techniques II
TE 2130C	DT 202	Special Prosthesis
TE 2131C	—	Ortho & Pedo Removable Appliances
TE 2151C	DT 204	Crown and Bridge Technique II

ENGINEERING TECHNOLOGY

SC 1000	—	Intro. to Aviation Ground School
SC 1001	AS 101	Private Pilot Ground School
SC 1100	AS 122	Commercial/Instrument Pilot Gd. Sch.
SC 1640	AS 111	Propulsion Systems
SC 2005	AS 221	Aerospace & Air Travel
SC 2110	AS 222	Advanced Navigation & Meteorology
SC 2550	AS 211	Aerodynamics
SC 2690	AS 201	Instrument Ground School
TF 1000	AS 132	Flight—Basic
TF 1100	AS 133	Flight—Private
TF 2200	AS 232	
	& 233	Flight—Commercial
TF 2300	AS 234	Flight—Instrument
CN 1210	ML 123	Building Construction Materials

BCN 1272	BC 163	Plans Interpretation
BCN 1280	BC 111	Project Layout
BCN 1502	BI 168	Fundamentals of Plumbing Codes
BCN 1523	BI 169	Fundamentals of Electrical Codes
BCN 1616	BC 165	Advanced Construction Estimating
BCN 1740	BC 181	Construction Law
BCN 1750	BC 167	Construction Finance
BCN 1760	BI 165	Prin. of Codes & Code Administration
BCN 1763	BI 167	Fundamentals of Building Codes
BCN 1764	BI 166	Prin. of Bldg. Code Compliance—Handicapped
BCN 2220	BC 261	Construction Materials & Methods
BCN 2253C	DG 206	Architectural Drafting
BCN 2400	ML 261	Construction Mechanics
BCN 2561	BI 270	Electro-Mech. Bldg. Systems—HARV
BCN 2712	BC 282	Construction Supervision Procedure
BCN 2765	WT 210	Contracts, Spec., Codes, Est. & Cost
BCN 2770	BI 271	Building Dept. Administration
BCN 2941	BC 283	Building Construction Experience
EGN 1001	EG 110	Engr. Problems & Orientation
EGN 1120C	EG 101	Engineering Graphics I
EGN 1130C	EG 102	Engineering Graphics II
ETC 2321C	CL 211	Surveying I
ETC 2323C	CL 212	Surveying II
ETC 2326C	CL 213	Surveying III
ETC 2331	CL 231	Photogrammetry
ETC 2334	CL 270	Land Surveying and Descriptions
ETC 2339C	CL 230	Topography and Mapping
ETC 2342	CL 214	Electronic and Geodetic Surveying
ETC 2344	CL 221	Subdivisions
ETC 2345	CL 260	Legal Aspects of Surveying
ETD 1110C	DG 100	Intro. to Technical Drawing
ETD 1501C	DG 108	Drafting for Air Conditioning
ETD 1601C	DG 110	Electrical Drafting
ETD 1700	—	General Drafting I
ETD 1701	DG 112	General Drafting II
ETD 2121C	CL 220	Surveying Drawing
ETD 2450	DG 205	Advanced Engineering Design
ETD 2711C	DG 204	Machine Drafting
ETD 2801C	DG 212	Technical Illustration
ETE 1001C	AC 104	Essentials of Electricity
ETE 1010C	EL 101	Electricity and Magnetism
ETE 1020C	EL 102	Circuit Analysis
ETE 2101C	EL 211	Electronics I
ETE 2122C	EL 212	Electronics II
ETE 2161	EL 214	Electronics Systems
ETE 2210C	EL 205	Servo-Mechanisms and Instrumentation
ETE 2514C	EL 201	Advanced Electricity
ETE 2541	EL 222	Power Transmission
ETE 2633C	EL 220	Logic Circuits
ETG 2530C	ML 221	Properties & Testing Materials
ETG 2910	CL 290	Technical Problems
ETI 1411C	ML 121	Manufacturing Processes
ETI 2633	ML 210	Industrial Relationships
ETM 1600C	ML 122	Air Conditioning Shop
ETM 1610	AC 112	Principles of Air Conditioning
ETM 1612	AC 134	Heating and Ventilating

M 1613	AC 111	Principles of Refrigeration
M 1614C	AC 125	Refrigeration Cycles and Equipment
M 2630	AC 211	Air Conditioning Systems
M 2633	AC 212	Commercial Refrigeration Systems
M 2650C	AC 214	Control Systems for Refrigeration
M 2660C	AC 222	Air Distribution and Layout
M 2671C	AC 244	Refrig. Equip. for Air Cond. Systems
M 2750C	AC 224	Planning of Air Conditioning Systems
P 1000	FS 101	Intro. to Fire Science Tech.
P 1203	FS 102	Fire Prevention
P 1600	FS 103	Fire Apparatus & Equipment
P 1640	FS 104	Fire Hydraulics
P 2100	FS 204	Fire Administration
P 2240	FS 212	Fire Invest. & Arson Detection
P 2300	FS 201	Related Fire Codes & Ordinances
P 2320	FS 203	Bldg. Const. for Fire Protection
S 2140	EG 202	History of Technology II
S 2142	—	History of Technology III
S 2154	EG 201	History of Technology I
TB 1103	BA 110	Business Mathematics (Bus. Dept.)
TB 1321	TM 103	Technical Mathematics I
TB 1322	TM 104	Technical Mathematics II

LAW ENFORCEMENT

CJ 1020	CO 101	Administration of Criminal Justice
CJ 1100	PO 100	Intro. to Law Enforce. & Crim. Justice
CJ 1300	CO 100	Introduction to Corrections
CJ 1410	PO 101	Police Administration I
CJ 1420	PO 102	Police Administration II
CJ 1800	SE 100	Introduction to Security
CJ 1810	SE 102	Principles of Loss Prevention
CJ 1820	SE 101	Security Administration
CJ 1830	SE 105	Security Education
CJ 1938	SE 104	Special Security Problems
CJ 2210	PO 204	Criminal Law
CJ 2230	PO 205	Laws of Evidence
CJ 2270	PO 203	Law of Arrest, Search, and Seizure
CJ 2310	CO 202	Correction Facility Organization & Oper.
CJ 2330	CO 200	Principles of Probation & Parole
CJ 2450	CO 201	Mgt. & Supervision in Crim. Just. Field
CJ 2500	PO 207	Juvenile Delinquency
CJ 2905	PO 208	Issues in Criminal Justice
CJ 2940	—	Intern Program (Corrections)
CJ 2941	—	Internship Police
JT 1350	SE 103	Security Report Writing
JT 2100	PO 202	Criminal Investigation
JT 2140	PO 206	Introduction to Criminalistics

LIBRARY LEARNING RESOURCES

S 1580	LT 103	Children's Literature
S 1700	LT 102	General Library Procedures
S 1702	LT 104	Non-Book Materials
S 1709	LT 105	Library Practicum
S 1760	LT 101	Library Workroom Procedures

MATHEMATICS DEPARTMENT

COP 2110	MS 210	Mathematical Programming (See DP)
MAT 1002	MS 100	Developmental Mathematics
MAT 1003	MS 101	Basic Arithmetic
MAT 1013	MS 102	Preparatory Algebra
MAT 1014	MS 103	Intro. to Modern Math
MAT 1033	MS 110	Intermediate Algebra
MAS 2103	MS 209	Elementary Linear Algebra
MAP 2302	MS 207	Differential Equations
MAC 1104	MS 111	College Algebra
MAC 1144	MS 121	Trigonometry & Analytic Geometry
MAC 2411	MS 204	Calculus I
MAC 2412	MS 205	Calculus II
MAC 2413	MS 206	Calculus III
MGF 1113	MS 106	General Education Mathematics I
MGF 1113A	(Modules)	Finite Mathematical Systems
MGF 1113B		Use of Electronic Calculators
MGF 1113C		History of Mathematics
MGF 1113D		Our Number System
MGF 1113E		Mathematical Logic
MGF 1113F		Geometry
MGF 1113G		Probability
MGF 1113H		Introduction to Algebra
MGF 1113I		Consumer Mathematics
MGF 1113J		The Metric System
MGF 1113K		Ratio and Proportion
MGF 1114	MS 108	General Education Mathematics II
MTB 1103	BA 110	Business Mathematics (Bus. Dept.)
MTB 1321	TM 103	Technical Mathematics I (Engr.)
MTB 1322	TM 104	Technical Mathematics II (Engr.)
STA 2014	MS 208	Statistics

MUSIC DEPARTMENT

MVK 1111	MC 151	Class Instruction I
MVK 2121	MC 152	Class Instruction II
MVS 1116	MC 161	Class Instruction, Guitar I
MVS 2126	MC 162	Class Instruction, Guitar II
MVV 1111	MC 141	Class Instruction, Voice I
MVV 2121	MC 142	Class Instruction, Voice II
MUE 2440	MC 228	String Techniques
MUE 2450	MC 227	Woodwind Techniques
MUE 2460	MC 226	Brass Techniques
MUE 2470	MC 229	Percussion Techniques
MUH 2111	MC 211	Introduction to Music History
MUL 1011	MC 110	Music Appreciation
MUL 1955	MC 115	Appreciation of Music (Foreign Study)
MUN 1120	MC 105	Concert Band—All Levels
MUN 1210	MC 181	Symphony Orchestra
MUN 1310	MC 107	Mixed Chorus—All Levels
MUN 1492A	MC 175	Guitar Ensemble
MUN 1492B	MC 176	Guitar Ensemble
MUN 1710	MC 165	Jazz-Pop Ens. Instru.—All Levels
MUN 1720	MC 167	Jazz-Pop Ens. Vocal—All Levels

US 0011	MC 070	Seminar in Music
UT 1242	MC 192	First Yr. Ear Training Sight Sing. II
UT 1351	MC 173	Jazz Arranging I
UT 1352	MC 174	Jazz Arranging II
UT 2116	MC 201	Second Year Music Theory I
UT 2117	MC 202	Second Year Music Theory II
UT 2231	MC 203	First Year Keyboard Harmony I
UT 2232	MC 204	First Year Keyboard Harmony II
UT 2246	MC 291	Second Year Ear Training & Sight Sing. I
UT 2247	MC 292	Second Year Ear Training & Sight Sing. II
UH 2016	MC 275	Jazz Orientation
UT 2641	MC 276	Instrumental Improvisation
UM 2031	MC 277	Pop Vocal Style I

NURSING DEPARTMENT

UR 1210C	NG 102	Medical and Surgical Nursing I
UR 1211C	NG 103	Medical and Surgical Nursing II
UR 1212C	NG 104	Integrated Nursing I
UR 2110C	NG 207	MATERNITY NURSING
UR 2120C	NG 206	Pediatric Nursing
UR 2132C	NG 209	Integrated Nursing II
UR 2220C	NG 201	Medical and Surgical Nursing III
UR 2240C	NG 230	Coronary Care Nursing
UR 2310C	NG 204	Psychiatric—Mental Health Nursing
UR 2622	NG 208	Nursing Seminar
US 2310	NG 202	Human Growth and Development
US 2402	NG 255	Medical Terminology
UU 1140C	NG 101	Fundamentals of Nursing
UU 2350	—	Nursing Physical Assessment

PHYSICAL EDUCATION DEPARTMENT

AA 2160	PE 208	Fund. of Interpretive Movement
AA 2161	PE 209	Advanced Interpretive Movement
AA 2374	PE 211	Folk and Square Dance
EL 2700C	RC 230	Recreation for Aged & Handicapped
EL 1011L	PE 101	Team Activities
EL 1211L	PE 112	Softball
EL 1321L	PE 105	Volleyball
EL 1346L	PE 104	Badminton
EL 1621L	PE 113	Basketball
EL 2041L	PE 203	Recreational Games
EL 2111L	PE 204	Bowling
EL 2121L	PE 212	Golf
EL 2141L	PE 201	Archery
EL 2341L	PE 213	Tennis
EL 2342L	PE 215	Intermediate Tennis
EM 1201L	PE 110	Gymnastics
EM 1421L	PE 109	Wrestling
EM 2405L	PE 216	Self-Defense
EN 2113L	PE 207	Senior Lifesaving
EN 2122L	PE 200	Intmed. Swimming and Diving
EQ 2115L	PE 214	Water Safety Instructor

PHYSICAL EDUCATION MAJOR COURSES

DAA 1050	PA 103	Fundamentals of Rhythmics
PEL 1016L	PA 101	Fundamentals of Field Sports
PEL 1120L	PA 105	Fund. of Tennis & Golf
PEL 1345L	PA 104	Fund. of Badminton & Archery
PEL 1620L	PA 102	Fund. of Volleyball & Basketball
PEN 1121	PA 106	Fundamentals of Aquatics
PEP 1201L	PA 107	Fund. of Tumbling & Gymnastics
PEO 1323L	PA 110	Sports Officiating: Volleyball, etc.
PEO 2623	PA 210	Sports Off: Basketball, Softball, etc.
PET 2000	PA 230	Intro. to Physical Education
PET 2010C	PA 232	Basic Prin. & Mech. of Movement

RELATED HEALTH PROGRAMS DEPARTMENT

EMT 2208	EM 200	Emergency Med. Tech. Level II
HES 1000	HH 101	Perspectives on Healthful Living
HES 1400	HH 103	Standard First Aid & Personal Safety
HES 2121	HH 230	Life Science and Health
MHT 1010	MH 100	Intro. to Mental Health Technology
MHT 1210	MH 101	Principles of Group Dynamics
MHT 1300	MH 103	Interviewing and Recording
MHT 1510	MH 104	Counseling the Chemically Depend. Person
MHT 1800	MH 105	Field Work in Mental Health I
MHT 2122	MH 201	Psychotherapy: Theory and Practice
MHT 2810	MH 205	Field Work in Mental Health II
MLS 1000	MT 160	Intro. to Med. Lab. Technology
MLS 1430	MT 162	Medical Parasitology
MLS 1600C	MT 163	Medical Instrumentation
MLS 2610C	MT 281	Clinical Chemistry
MLS 2360	MT 282	Hematology and Urinalysis
MLS 2530	MT 283	Immunohematology and Serology
MLS 2804	MT 295	Clinical Procedures
OTH 1001	OT 101	Intro. To Occupational Therapy
OTH 1300C	OT 102	Psychiatric Occupational Therapy
OTH 1800C	OT 130	Occupational Therapy Activities Lab
OTH 2100C	OT 202	Occupational Therapy Activities Lab
OTH 2410	OT 240	Medical Problems Related to Rehab.
OTH 2420	OT 201	Occupational Therapy for Phys. Disabled
OTH 2840	OT 250	Supervised Clinical Practice
RTE 1401C	XR 100	Radiological Technique I
RTE 1800L	XR 101	Applied Radiological Technique I
RTE 1402C	XR 102	Radiological Technique II
RTE 1810L	XR 103	Applied Radiological Technique II
RTE 2403C	XR 200	Radiological Techniques III
RTE 2850L	XR 201	Applied Radiological Technique III
RTE 2404C	XR 202	Radiological Technique IV
RTE 2840L	XR 203	Applied Radiological Technique IV
RTE 2860L	XR 204	Applied Radiological Technique V
APB 1223	XR 104	Topographic Anatomy & Phys. (See Biology)

SCIENCE DEPARTMENT**Biology Section**

PB 1120	BY 110	Environmental Conservation
PB 1190	BY 151	Anatomy and Physiology I
PB 1190L	—	Anatomy and Physiology I Lab
PB 1191	BY 152	Anatomy and Physiology II
PB 1191L	—	Anatomy and Physiology II Lab
PB 1223	XR 104	Topographic Anatomy & Physiology
PB 2303L	BY 251	Medical Laboratory Procedures I
PB 2311C	BY 252	Medical Laboratory Procedures II
PB 2380L	BY 254	Internship
OT 1010	BY 101	General Botany I
OT 1010L	BY 103	General Botany I Lab
OT 1153	BY 211	General Botany II
OT 1153L	—	General Botany II Lab
SC 1010	BY 100	Principles of Biology
SC 1010L	BY 105	Principles of Biology Lab
OS 2010	BY 221	General Horticulture
ICB 1000	BY 156	Microbiology
ICB 1000L	—	Microbiology Lab
CB 2103	BY 215	Introduction to Marine Science
CB 2103L	BY 215	Introduction to Marine Science Lab
CB 2063	BY 203	Genetics
CB 2063L	BY 205	Experiments in Genetics
OO 1013	BY 102	General Zoology Lecture
OO 1013L	BY 104	General Zoology Laboratory
OO 2713	BY 201	Comparative Vertebrate Anatomy I
OO 2713L	BY 201	Comparative Vertebrate Anatomy I Lab
OO 2714	BY 202	Comparative Vertebrate Anatomy II
OO 2714L	BY 202	Comparative Vertebrate Anatomy II Lab
VS 1220	—	Prin. of Water & Wastewater Technology
VS 1222	—	Intro. to Wastewater Technology
VS 1240	—	Intro. to Water Treatment
VS 1269C	WT 156	Micro. for Water & Wastewater Tech.
VS 2242	WT 200	Water Quality Control
VS 2230	WT 202	Water Supply & Wastewater Control
VS 2232	WT 204	Water Purification
VS 2105	WT 206	Instrumentation and Controls
VS 2233	WT 208	Wastewater Treatment

Chemistry Section

HM 1015	CY 100	Principles of Chemistry
HM 1015L	CY 105	Principles of Chemistry Lab
HM 1045	CY 101	General Chemistry I
HM 1045L	—	General Chemistry I Lab
HM 1046	CY 102	General Chemistry II
HM 1046L	—	General Chemistry II Lab
HM 2200C	CY 200	Principles of Organic Chemistry
HM 2120C	CY 202	Quantitative Analysis
HM 2210	CY 211	Organic Chemistry I
HM 2210L	—	Organic Chemistry I Lab
HM 2211	CY 212	Organic Chemistry II
HM 2211L	—	Organic Chemistry II Lab

Physics and Physical Science Section

AST 1002	PS 103	Descriptive Astronomy
GLY 1000	PS 104	Descriptive Geology
PHY 2023	PH 201	General Physics I
PHY 2048L		Lab for PHY 2023 and PHY 2048
PHY 2024	PH 202	General Physics II
PHY 2048	PH 205	General Physics with Calculus I
PHY 2049L		Lab for PHY 2024 and PHY 2049
PHY 2048L	—	Lab for PHY 2023 and PHY 2048
PHY 2049	PH 206	General Physics with Calculus II
PHY 2049L	—	Lab for PHY 2024 and PHY 2049
PHY 2101	PH 207	Modern Physics
PSC 1341	PS 102	Survey of Physical Science II
PSC 1341L	PS 150	Physical Science Laboratory
PSC 1513	PS 101	Survey of Physical Science I

SOCIAL SCIENCE DEPARTMENT

AMH 2010	HY 201	U.S. History to 1865
AMH 2020	HY 202	U.S. History from 1865 to the Present
AMH 2580	—	American Minorities Today
ANT 2000	SS 203	Introduction to Anthropology
DEP 2102	PY 203	Child Growth and Development
EDF 1005	EN 101	Introduction to Education
EDF 2090	EN 299	Social Foundations of Education
EDP 2002	PY 204	Educational Psychology
EEC 1001	EN 110	Early Childhood Education
EEC 2907	EN 200	Early Child. Directed Observ. & Part. I
EEC 2908	EN 210	Early Child. Directed Observ. & Part. II
EEC 2940	EN 202	Montessori Teaching Practicum I
EEC 2941	EN 203	Montessori Teaching Practicum II
EEC 2943	EN 201	Early Childhood Teaching Practicum
EGC 2120	PY 202	Personality Devel. & Adjustment
GEO 1010	GY 101	Principles of Geography & Conservation
LAH 2130	HY 211	Latin Amer. Hist.—Colonial Period
LAH 2131	HY 212	Latin Amer. Hist.—Nat'l Period
MAF 2001	SS 201	Marriage & Family Relationships
PHI 1000	PI 101	Introduction to Philosophy
PHI 1100	LC 101	The Art of Thinking (Comm. Dept.)
PHI 1600	PI 102	Ethics
POS 1001	SS 102	Introduction to Political Science
POS 2041	PL 201	American National Government
POS 2112	PL 202	American State & Local Government
PSY 2012	PY 201	General Psychology
REL 1210	RN 101	The Old Testament
REL 1243	RN 102	The New Testament
REL 2300	RN 201	Intro. to the Major Religions of World
SOP 2740	PY 200	Feminist Psychology
SOC 1200	SS 101	Intro. to the Social Sciences
SOC 2000	SS 207	Intro. to Sociology
SOC 2020	SS 210	American Social Problems
WOH 1012	HY 101	Ancient & Medieval Civilizations
WOH 1022	HY 102	Modern Civilizations
ASN 2000	SS 220	Asian Studies

APPENDIX B

Florida's Statewide Course Numbering System

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC _000 at a community college, he cannot be required to repeat SOC _000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using *non-equivalent* courses for satisfying certain requirements.

General Rule for Course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SOC _000.

First Digit

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered—i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SOC 1000; a school offering the same course in the sophomore year will number it SOC 2000. The variance in first numbers does *not* affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

Titles

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different schools "Introductory Sociology," "General Sociology," and "Principles of Sociology." The title does *not* affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

Lab Indicators

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes "L" and "C" are used as follows to indicate laboratories.

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/same place.

Examples:	Marine Biology	OCB _013 (lecture only)
		OCB _013L (lab only)
	Marine Biology with Lab	OCB _013C (lecture & lab combined)

Therefore, OCB _013C is equivalent to OCB _013 plus OCB _013L.

Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC_132, _133, _134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

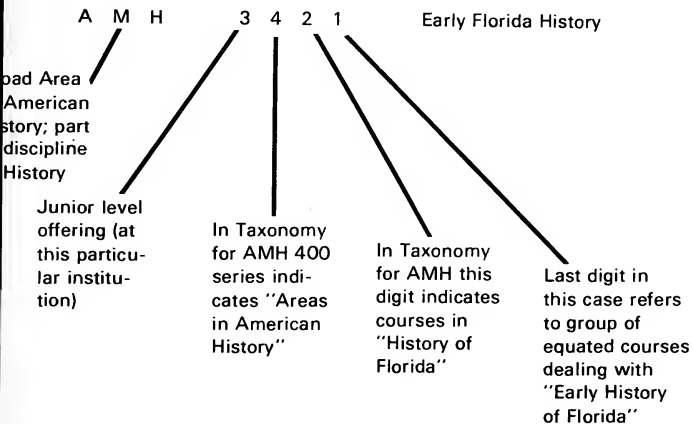
Explanation of Prefixes and Numbers

Prefixes and numbers in the course numbering system are not chosen at random; they are designed to describe course content in an organized fashion within a classification system developed for each subject matter area.

generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has seven prefixes. AFH, African History; AMH, American History; ASH, Asian History; EUH, European History; HIS, History-General; LAH, Latin American History; and WOH, World History. All history courses in the state will carry one of these prefixes.

A more specific example is AMH 3421.



(Local titles are used for each particular course. The last three numbers are used to indicate equivalency.)

The number of prefixes is a function of the extent of the subclassifications of the given subject matter area.

When this work began there were 920 alpha prefixes in existence; with the new system there are now 370. As in most states there existed no uniformity in Florida's prefixes as indicated by the example below:

Discipline	Before	After
History	20	7
Sociology	24	3
Philosophy	23	4
Religion	17	1
Mathematics	50	10
English	39	6
Nutrition	38	4

Although it is true that a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his major (e.g., HY-History) and now he will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listings, equivalent and unique courses has been made available to each academic department of every institution in the state. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies:

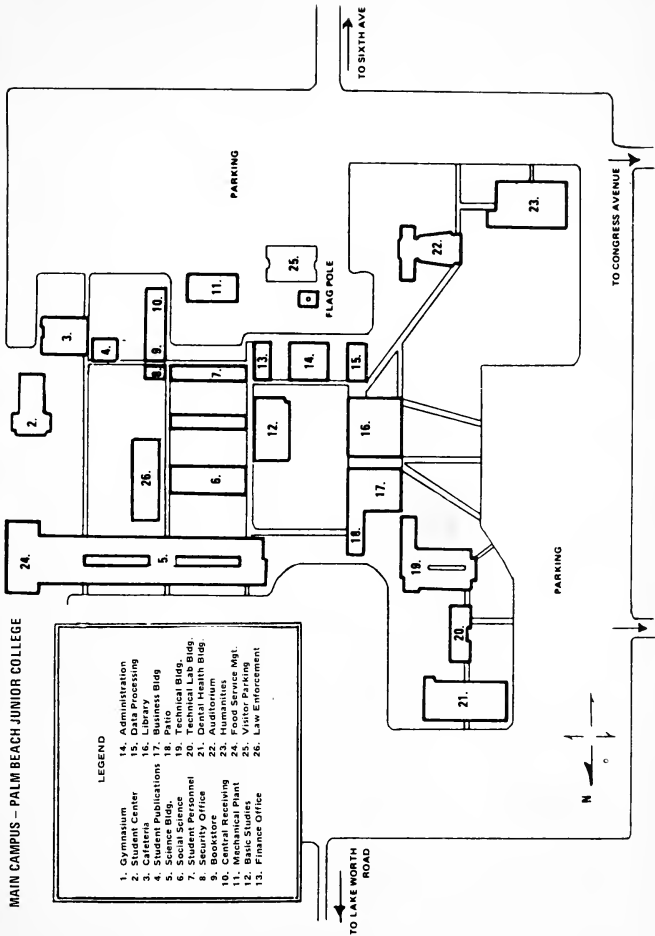
- A. All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.
- B. All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with _900 numbers must be evaluated individually and are not automatically transferable.
- C. All internships, practicums, clinical experiences and study abroad courses whatever numbers they carry, are not automatically transferable.
- D. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.



MAIN CAMPUS - PALM BEACH JUNIOR COLLEGE

LEGEND

- | | |
|-------------------------|-------------------------|
| 1. Gymnasium | 14. Administration |
| 2. Student Center | 15. Data Processing |
| 3. Cafeteria | 16. Library |
| 4. Student Publications | 17. Business Bldg |
| 5. Science Bldg. | 18. Patio |
| 6. Social Science | 19. Technical Bldg. |
| 7. Student Personnel | 20. Technical Lab Bldg. |
| 8. Security Office | 21. Dental Health Bldg. |
| 9. Bookstore | 22. Auditorium |
| 10. Central Receiving | 23. Humanities |
| 11. Mechanical Plant | 24. Food Service Bldg. |
| 12. Basic Studies | 25. Visitor Parking |
| 13. Finance Office | 26. Law Enforcement |

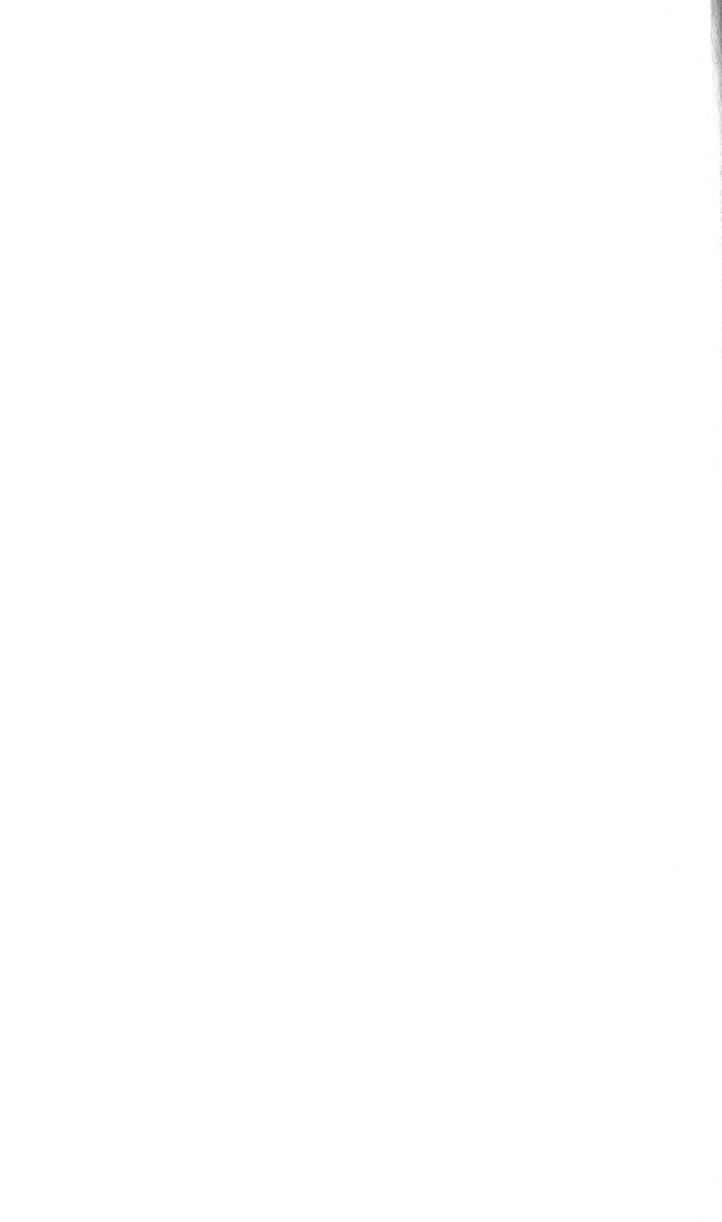




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